

**Who is Eligible to Receive Certified Copy  
Of An AZ Death Record  
(A.C.C. R-9-19-314)**

Arizona is a "closed record" state. This means that vital records are not public record. Arizona law identifies those who are eligible to receive a certified copy of an Arizona death record:

**Who is Eligible to Apply in Arizona:**

1. **A funeral director representing one of the following** in a final disposition of the deceased individual's human remains, *within 12 months after the registration* of the deceased individual's death:
  - a. The deceased individual through a prearranged funeral agreement, as defined in A.R.S. § 32-1301;
  - b. The deceased individual's spouse;
  - c. The deceased individual's parent, grandparent, or adult child, grandchild, brother, or sister; or
  - d. Another person who is responsible for the final disposition of the deceased individual's human remains according to A.R.S. § 36-831
2. The **surviving spouse of the deceased individual**
3. A **parent or grandparent of the deceased individual**
4. An **adult child, grandchild, brother, or sister of the deceased individual**
5. A **person designated in a power of attorney, established by** the deceased individual's parent according to A.R.S. § 14-5104 or 14-5107

6. **Another person who is responsible for** the final disposition of the deceased individual's human remains according to A.R.S. § 36-831
7. A **person named in the deceased individual's last will and testament as the executor** of the deceased individual's estate
8. A **person named in the deceased individual's last will and testament as a beneficiary** of the deceased individual's estate
9. A **person named as a beneficiary of a life insurance policy** on the deceased individual
10. A **person designated in a court order to receive a certified copy** of the deceased individual's certificate of death registration
11. A **person authorized in writing to receive a certified copy** of the deceased individual's certificate of death registration **by a person who is eligible** to receive a certified copy of the deceased individual's certificate of death registration **according to (2), (3), (4), or (5)**
12. An **insurance company with which the deceased individual had a policy**
13. A bank, a credit union, a mortgage lender, or another **financial institution** with which the **deceased individual had an account or other business relationship**
14. A **hospital or other health care institution processing a claim against the deceased individual's estate**
15. Another **person having a claim against the deceased individual's estate**

16. An **attorney representing a person who is eligible to receive** a certified copy of the deceased individual's certificate of death registration
17. The **consulate of a foreign government representing a person who:**
  - a. Is eligible to receive a certified copy of the deceased individual's certificate of death registration **according to (2), (3), (4), or (5);**
  - b. Is a citizen of the foreign country; and
  - c. Resides in the foreign country
18. A **governmental agency processing:**
  - a. A financial claim, a governmental benefit application, or
  - b. Another form of compensation on behalf of the deceased individual or
  - c. The deceased individual's estate or
  - d. Having another official purpose for a certified copy of the deceased individual's certificate of death registration

**Only persons 18 years of age or older may** obtain a certified copy of a birth certificate.

**Presenting documentation and forms of ID in languages other than English:**

**Note:** An applicant presenting documents from a foreign country as proof of relationship or proof of eligibility must provide certified copies of the documents. Photocopies are not acceptable. The applicant must also provide a certified translation of the documents.

## Apply In Person

### We offer same day service for eligible applicants

requesting certified copies from all 5 of our locations.

At our office, please be prepared to:

1. Complete and sign an application
2. Provide your current and valid government issued photo ID with your signature or have your application notarized
3. Provide any additional factual documentation to prove relationship or eligibility as required
4. Appropriate fee
5. Be certain you signed your application, provided a reliable phone number

**Note:** We will not be able to provide same day service for ineligible applicants or for applicants who do not have valid, signed, government issued photo ID

The average processing time for applications submitted through the mail is five business days from the date received by MCOVR

## Apply by Mail

Download applications and forms at [www.MaricopaVitalRecords.com](http://www.MaricopaVitalRecords.com)

The instructions for completing an application by mail are the same as above under Apply in Person.

## Expedited Service

VitalChek, Inc. is an independent company the state has partnered with to provide online ordering. Additional fees apply much like a UPS or FedEx service.

The same rules and requirements concerning eligibility and possible required documents and fees apply when making a request.

VitalChek, Inc. accepts major credit cards including American Express®, Discover®, MasterCard®, or Visa®.

## Fees:

Certified Copy - \$20.00  
Correction\Amendment - \$30.00\*

\*Includes 1 Certified Copy

## Accepted Forms of Payment:

Money Order  
Cashier's Check  
\*\*American Express  
\*\*Discover  
\*\*MasterCard  
\*\*Visa

**\*\*Credit card holder's valid government issued, signed photo ID is required**

## Mailing Address

Maricopa County Office of Vital Registration  
PO Box 2111  
Phoenix, AZ 85001

## 2016 Update

The **State of Arizona recently revised the rules that govern how vital records are managed.**

Please take a few moments to read carefully.

**Information has been revised.**



## Office of Vital Registration

### How to Apply

### Certified Copy - Arizona Death Certificate

[www.MaricopaVitalRecords.com](http://www.MaricopaVitalRecords.com)

4 Locations VALLEYWIDE

**\*\* Same Day Service!**  
**\*\* Printable Forms!**

**Central Valley**  
3221 N. 16<sup>th</sup> St. Ste. 100  
Phoenix, AZ 85016

**East Valley**  
331 E. Coury Ave.,  
Mesa, AZ 85210

**West Valley**  
1850 N. 95<sup>th</sup> Ave. Ste. 182  
Phoenix, AZ 85037

**Northwest**  
8088 W. Whitney Dr., 2<sup>nd</sup> Floor  
Peoria, AZ 85345

**Hours: 8:00am - 4:30pm**

**Phone: 602-506-6805**