

DEATH CERTIFICATES

REQUIREMENTS: Requests must be for persons that **DIED in BRANCH COUNTY.**
Death records are open to the public. Death Certificates are filed in the county where the death occurred. You can obtain a death certificate for anyone who died in Branch County. Please fill out the **Death Certificate Request Form** below, and mail it to the Branch County Clerk with the appropriate fee. You can also search the **Death Record Index** to see all death certificates on file with the Branch County Clerk via the county clerk home page at www.countyofbranch.com, under common solutions.

COSTS:

\$20.00 for the first certified copy.

\$5.00 for each additional copy of the same record, ordered at the same time.

****Non-Certified Copies \$5.00****

The flat rate for a copy printed from Microfilm is \$10.00. Be advised that the information available varies from year to year. Certification of the microfilm record is \$10.00 extra.

The NON-REFUNDABLE search fee for any vital records is \$10.00 for a 10 year search.

CASH OR MONEY ORDER ONLY: Payable to Branch County Clerk
*****NO PERSONAL CHECKS, if received will be RETURNED back to you*****

Please supply us with a self-addressed Stamp Envelope

Mailing Address

Branch County Clerk
31 Division St.
Coldwater, MI 49036

There is a blank request form below that can be filled out and mailed to us.

BRANCH COUNTY CLERK

31 Division St., Coldwater, MI 49036 * Phone (517) 279-4306

Teresa (Terry) Kubasiak, County Clerk

Lisa Metz, Chief Deputy Clerk

REQUEST FOR CERTIFIED COPY OR SEARCH OF A RECORD

****ALL MAIL IN REQUESTS MUST BE ACCOMPANIED BY A MONEY ORDER FOR THE APPROPRIATE AMOUNT AND A SELF ADDRESSED STAMPED ENVELOPE****

****THE CLERK'S OFFICE IS NOT RESPONSIBLE FOR COPIES RETURNED VIA U.S. MAIL****

FEES

Certified Copies - \$20.00/\$5.00 for each additional of same record

Non-Certified Copies - \$5.00

Searches - \$10.00 per name – Non-refundable

What are you requesting?

_____ certified copy _____ Non-Certified Copy _____ search copyt

Your name _____

Your Address _____

Your signature: _____

DEATHS

Name of deceased: _____

Date & place of death: _____

*****NOTE*****

Please provide us with an email address or a phone number, in case we have any questions.