

FLOYD COUNTY HEALTH DEPARTMENT

1917 Bono Road
New Albany, Indiana 47150-4607
Telephone (812) 948-4726
Fax (812) 948-2208
www.floydcountyhealth.org



INSTRUCTIONS FOR OBTAINING A DEATH CERTIFICATE

By mail

Attached is an application for requesting a certified death certificate from the Floyd County Health Department.

1. Complete all items 1 through 6.
Provide all the information you have available to identify the death record. If the information you furnish is incomplete or inaccurate, we may not be able to locate the record.
2. Submit \$15.00 for each copy requested. Indicate the number of copies you want and include the correct fee(s) in the form of a cashier's check or money order. Personal checks **WILL NOT BE ACCEPTED**. The Floyd County Health Dept. does not accept credit cards by mail. Make cashier's check or money order payable to FLOYD COUNTY HEALTH DEPARTMENT.
3. The authorized individual requesting the certified death certificate **must sign the application in front of a Notary Public**. Notary Public must complete bottom section of application (must include seal).
4. Include a self-addressed, stamped envelope with application. Return Mail option:
Completed certificates are returned using the U.S. Postal Service. If you prefer Priority return mail service, you must include a postage paid priority mail envelope. **SEND TO:**
Floyd County Health Department
1917 Bono Road
New Albany, IN 47150