

DEATH FAQ'S

HOW CAN I REQUEST A COPY OF A DEATH CERTIFICATE?

You may order online on our website, through the mail, or in person. In-person, you may visit any of our 3 locations: Conroe, The Woodlands or New Caney. By mail, you must: complete the application, complete the sworn statement and mail to us along with payment. You may find the application to mail on our website.

HOW MUCH DOES A DEATH CERTIFICATE COST?

\$21.00 for the first certified copy- \$4.00 each additional certified copy. Currently we accept cash, credit/debit, check, money order, cashier's check for payment.

WILL I GET IT THE SAME DAY?

Yes, we will print the records in our office. No appointment needed.

WHO CAN REQUEST A COPY OF A DEATH CERTIFICATE?

For births within the past 75 years and deaths within the past 25 years, only the immediate family members of the person whose name is on the birth or death certificate are eligible to request a copy.

The person named on the vital record, his/her immediate family members (either by blood, marriage, or adoption), his/her guardian, or his/her legal agent/representative can request a certified copy of that vital record. An immediate family member is defined as any of the following: child, parent/guardian, brother/sister, grandparent, and spouse.

All other applicants must provide legal documentation (such as a court order establishing guardianship, an insurance policy listing the applicant as the beneficiary, etc.) that documents a direct, tangible interest in the birth or death certificate.

For full details, see Section 181.1(21) of the Texas Administrative Code.

WHAT FORMS OF IDENTIFICATION ARE ACCEPTABLE WHEN I REQUEST COPIES?

A complete list of acceptable identification can be found online <https://www.dshs.texas.gov/vital-statistics/acceptable-identification-id>

MY ID IS EXPIRED. WILL YOU ACCEPT MY EXPIRED ID?

In some cases, an expired ID is accepted, but only when provided along with another form of non-expired ID <https://www.dshs.texas.gov/vital-statistics/acceptable-identification-id>

WHAT IF THERE IS AN ERROR ON THE DEATH CERTIFICATE?

All changes/correction must be processed through DSHS Vital Statistics in Austin Texas. You can find DSHS forms on our website. Please visit <https://dshs.texas.gov/vs/> or dial (888) 963-7111 for additional information

HOW CAN I GET AN APOSTILLE?

Please contact Texas Secretary of State or visit their website regarding this service.

WHAT IF THE DECEASED PASSED IN ANOTHER COUNTY?

Please contact the county where the deceased passed to obtain copies of death certificates. You may also purchase death certificates from Texas Department State Health Services at www.Texas.gov.

HOW CAN A FUNERAL HOME DIRECTOR OBTAIN A BURIAL TRANSIT PERMIT ON A COUNTY HOLIDAY?

Please email our regularly monitored inbox at Vitals@mctx.org and we will respond as quickly as possible.

WHAT IF I STILL HAVE QUESTIONS?

You can call us at (936) 539-7885 or email at Vitals@mctx.org. We will respond as quickly as possible.