How to disperse Certified Death Certificates

Certified Death Certificates for _____ are to be released to the following person(s):

Name: _____ Quantity: _____

(Circle One):   Picked Up   *Mailed ___ Certified ___ Regular   Delivered Locally

Address: _____

Name: _____ Quantity: _____

(Circle One):   Picked Up   *Mailed ___ Certified ___ Regular   Delivered Locally

Address: _____

Name: _____ Quantity: _____

(Circle One):   Picked Up   *Mailed ___ Certified ___ Regular   Delivered Locally

Address: _____

* Mailed: You may choose certified mail delivery at a charge of $10.00 to each person(s) or you may choose regular mail at no fee, but no guarantee of delivery. Please choose below:

_____ Certified Mail for fee of $10.00 (to each person(s))
_____ Regular Mail no fee, no guarantee of delivery

I/We, as Beneficiary/Purchaser, hereby release certified death certificates to the above listed person(s).

Next of Kin/Beneficiary/Purchaser:

Signature:_____   Date: _____

Signature:_____   Date: _____

Signature:_____   Date: _____

Signature:_____   Date: _____

The section below is to be completed when person is picking up certificates: Release of Certificate(s)

I, _____, received (#) _____

certified death certificates for (Deceased Name) _____

on this _____ day of _____, 20____, from Magnolia Funeral Home, Alexandria.

Released to: Signature:_____

Funeral Home Staff Signature: _____