

REQUIREMENTS FOR THE ISSUANCE OF A DEATH CERTIFICATE

Requirements:

1. Establish eligibility (see Eligibility Information).
2. Complete the Death Certificate Application Form in its entirety, including the applicant's signature.
3. Submit a valid and current identification document. All identification documents must be clear, legible, and current (see Identification Requirements).
4. Include additional documentation, if necessary, to establish relationships and/or evidence of the use of a married surname in the past.
5. A registrant over 21 years of age may authorize another person, through a letter of authorization, to request their birth certificate in person at any Demographic Registry facility. The letter must be dated and signed and must include the details of the requested certificate and the full name of the authorized person. It will be valid for 30 days from its date. A copy of the identification of the person granting the authorization must be included. If the registrant is a minor, either parent may authorize the issuance of the vital event certificate.
6. Make the corresponding payment by providing internal revenue stamp(s) with code 5120, according to the number of certificates requested (see information about the cost). If the requested record does not appear or the established requirements in these instructions are not met, you will receive a document titled Cancellation Due to Search.

ELEGIBILITY – INTERESTED PARTY (WHO MAY REQUEST A BIRTH CERTIFICATE)

- Spouse as listed on the death certification
- Parent(s)
- Grandparents, children, and grandchildren (if not born in Puerto Rico, a copy of their birth certificate must be submitted).
- Heir (must submit a certified copy of the Will or Declaration of Heirs, which may be subject to a validation process in Puerto Rico).
- Attorney
- Custodian or legal guardian of the contracting party¹ (must present a court order², which may be subject to a validation process).
- Any party identified as an interested party by order of the Puerto Rico court.

IDENTIFICATION REQUIREMENTS

All identification documents must be current and valid, and must include the holder's name, photograph, signature, date of issuance, and expiration date. If the applicant was married outside of Puerto Rico and uses a married surname on their identification, a copy of the marriage certificate must be submitted to verify the surname change.

Only the following identifications will be accepted:

- United States or foreign passport
- Driver's License or Identification Card issued by the Government of Puerto Rico through the Department of Transportation and Public Works
- Driver's License or Identification Card issued by any U.S. state or territory (Department of Motor Vehicles; and by the Federal Government of the United States and any of its instrumentalities)
- Resident Card (temporary or permanent)
- U.S. Armed Forces Identification

The following identifications will be accepted for attorneys:

- Unified Attorney Registry (Registro Único de Abogados/as – RUA)
- Puerto Rico Bar Association (Colegio de Abogados y Abogadas de Puerto Rico – CAAPR)
- Puerto Rico Lawyers Association
- Identification issued by the United States District Court for the District of Puerto Rico (U.S. District Court – District of Puerto Rico)

DEATH CERTIFICATE	COST
Death or Fetal Death Certificate Issuance	\$10.00
• Additional copy	\$10.00
Literal Issuance of Death or Fetal Death Certificate (Long Form)	\$15.00
The literal copy is a copy of the original death certificate record; it includes all causes of death and the time of death.	
• Additional copy	\$10.00
The following cases are exempt from payment for the issuance of certifications from the Demographic Registry:	
Act No. 203-2007, as amended, known as the 'New Bill of Rights of the Puerto Rican Veteran of the 21st Century,' and any other law that replaces it or recognizes any other exemption not contemplated in this article.	

² It is necessary to present the certified copy of the order. If the order is issued by another jurisdiction, it must go through a validation process in Puerto Rico (exequatur)."