



CITY OF GLEN COVE

City Hall
9 Glen Street
Glen Cove, NY 11542-4106

How to Obtain a Death Certificate by Mail

Death Certificates can only be issued to: Parents, child, spouse or siblings of the deceased.

Send a letter with the following information:

- Name of the deceased
- Date of Death of the deceased
- Date of birth of the deceased
- Father's name and Mother's name of the deceased
- Your relationship to the deceased
- Reason why you need this certificate
- Sign this letter and include your daytime telephone number

Send the following documents with the letter:

- A copy of your valid driver's license or non-Driver's ID from the Department of Motor Vehicles or Passport (if sending a copy of your passport you must include a current utility bill showing your name and current address).
- Copy of your Birth Certificate- showing both your parent's names.
- If your name is a married name, send a copy of your marriage license showing that your name changed from your maiden name to your married name.
- Money Order for \$10.00 per copy – Payable to the City of Glen Cove
- Self-Addressed Stamped Envelope – The address on this envelope must match the address on your license. If it does not match, send a current utility bill showing your name and current address.

Mail to the address listed above – Attention: City Clerk