

# Town of Ontario

Debra DeMinck, Town Clerk  
1850 Ridge Rd Ontario NY 14519  
Phone (315)524 3441 ext 200  
Fax (315) 524 4903

Please fill out as much information as you can on the attached form. We will also need a copy of some type of picture ID, usually a driver's license (see types of acceptable identification below) and a check for \$10.00, made payable to "Ontario Town Clerk". If making this request by mail, you will need to have your signature notarized. Return the completed form to: **Ontario Town Clerk's Office**

**1850 Ridge Rd  
Ontario NY 14519**

Death Certificate: a certified copy or a certified transcript of a death may be issued to:

1. A person with a New York State Court order issued on a showing of necessity
2. The spouse, parent or child of the deceased
3. The lawful representative of the spouse, parent or child of the deceased
4. A person requiring the record for a documented legal right or claim
5. A municipal, state or federal agency when needed for official purposes

Types of Acceptable Identification:

- |                          |   |
|--------------------------|---|
| 1. Driver's License      | 6. Employer's Photo ID                                    |
| 2. Non driver's license  | 7. Two Utility bills, showing applicants name and address |
| 3. Passport              | 8. Police report of lost or stolen ID                     |
| 4. Naturalization papers |   |
| 5. Military ID           |   |

**WE WILL NOT ISSUE UNLESS ONE OF THE ABOVE TYPES OF IDENTIFICATION IS INCLUDED AND YOUR SIGNATURE IS NOTARIZED.**

