

How to Obtain a Death Certificate

The City of Peekskill only maintains records of deaths that occur within the city's limits.

Applying by Mail:

Send a **notarized letter** stating the following information:

- ❖ Full name of the deceased (supply all maiden names)
- ❖ Date of death
- ❖ Proof of relationship to the deceased
- ❖ Daytime phone number in case further information is needed

The cost is \$10.00 for each certified copy, and you may pay using a check or money order made payable to the City of Peekskill. Kindly send a **self-addressed stamped envelope** along with your request.

Mail to:

City Clerk's Office
840 Main Street
Peekskill, New York 10566

Applying In Person:

The City Clerk's Office is located at 840 Main Street. Our regular hours are 9:00 AM to 5:00 PM. In July and August we are on summer hours, 8:30 AM to 4:00 PM. When you apply in person you must present a valid **photo ID**, such as a driver's license, passport or employee ID (showing the owner's picture, signature and date of birth). The cost is \$10.00 for each certified copy. You may pay using cash, check or money order. You must provide the following information:

- ❖ Full name of the deceased (supply all maiden names)
- ❖ Date of death
- ❖ Proof of relationship to the deceased