

Death Certificate Application Instructions

ATTENTION ALL FUNERAL HOMES:

When using our prefilled forms to request death certificates, please make sure your name is listed in the funeral home position on this form. Situations are occurring when there is more than one funeral home listed in the data base and the funeral home requesting the death certificates is not listed in the first position. If this happens and you do not change the information, the death certificates will be sent to the wrong funeral home.

Scenario:

Fairbanks Funeral Home is listed in the first position in the data base and Omaha Funeral Home is listed in the second position in the data base. A prefilled application for death certificates is printed at Omaha Funeral Home and is sent in with Omaha Funeral Home check for death certificates.

Results:

Fairbanks Funeral Home name and address will print on the application and the death certificates will be mailed to that address.

Solution:

Manually change the name and address of the funeral home on the application OR cross out the funeral home name and put your funeral home name and address in the mail to field. You can also use this mail to field if you are mailing the certificates to someone other than your funeral home.

If you have any questions, please feel free to contact our office at 402-471-8275 or the number listed below.

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