

STATE OF TEXAS CERTIFICATE OF DEATH WORKSHEET

This information is required to complete the Death Certificate. Incomplete information will delay the filing of the Death Certificate. If you do not know the information, write "Unknown". You will be given a chance to complete the information prior to filing. This is the statement that is on the Death Certificate: WARNING - The penalty for knowingly making a false statement in this form can be 2 -10 years in prison and a fine of up to \$10,000. (Health and Safety Code, Sec. 195, 1989)

1a. Legal name of deceased (include AKA's if any) (First, Middle, Last) (Jr., Sr., II, III, etc.)

1b. if the deceased is female give the Maiden name

2. Sex (select one) ☐ male ☐ female 3. Date of Birth

4. Birthplace (City & State or Foreign Country)

5. Social Security Number (if none write "NONE")

6. Marital Status (select one) ☐ married ☐ widowed ☐ divorced ☐ never married ☐ unknown

7. Surviving Spouse (if wife, give name **prior** to first marriage)

8. Residence street address of deceased

9. Apartment number 10. City or Town

11. County 12. State 13. Zip Code

14. Inside city limits (select one) ☐ yes ☐ no ☐ unknown

15. Father's name

16. Mother's name **prior** to first marriage

17. Informant's name

18. Informant's relationship to the deceased

19. Mailing address of Informant

20. Decedent's Education (select one) ☐ unknown ☐ 8th grade or less ☐ 9th - 12th grade, no diploma
☐ High School Graduate or GED completed ☐ Some College Credit, but no degree
☐ Associate degree ☐ Bachelor's degree ☐ Master's degree ☐ Doctorate

21. Is the decedent of Hispanic Origin? (Select the choice that best describes whether the decedent is Spanish/Hispanic/Latino. Select the "No" box if the decedent is not Spanish/Hispanic/Latino.

- ☐ No, not Spanish, Hispanic/Latino ☐ Yes, Mexican, Mexican American, Chicano
☐ Yes, Puerto Rican ☐ Yes, Cuban
☐ Yes, other Spanish/Hispanic/Latino (specify) _____

22. Decedent's Race (Select one or more races to indicate what the decedent considered himself or herself to be) ☐ White ☐ Black or African American

☐ American Indian or Alaska Native (Name of the enrolled or principal tribe) _____

☐ Asian Indian ☐ Chinese ☐ Filipino ☐ Japanese ☐ Korean ☐ Vietnamese

☐ Samoan ☐ Other Asian (Specify) _____

☐ Native Hawaii ☐ Guamanian or Chamorro ☐ Other Pacific Islander (Specify) _____

☐ Other (Specify) _____

23. Ever in the U.S. Armed Forces (select one) ☐ yes ☐ no ☐ unknown

If yes, what branch? (select one or more)

☐ USMC ☐ US Army ☐ US Air Force ☐ US Navy ☐ US Coast Guard

24. Ever a Peace Officer in this State? (select one) ☐ yes ☐ no ☐ unknown

25. Decedent's usual occupation (indicate the type of work done during most of working life.
(DO NOT USE RETIRED) _____

26. Type of Business/Industry _____

Additional Information & Instructions:

1. Form Submission:

Please completely fill out this form and send it back to our office as soon as possible.

jcruez@missionparks.com

Note: We cannot begin the process of obtaining Permits of filing the Texas Certificate of Death until we receive this completed form.

2. Electronic Death Certificate Filing:

Once this form is received, our staff will enter the data into the state electronic death certificate filing system and assign a certifying physician. (Pending medical examiner death certificates can take up to three months to be medically certified).

3. Medical Data Completion:

We will receive electronic confirmation once the certifying physician has completed the medical data portion of the certificate.

4. Final Review and Approval:

Our Staff will email a final copy to review for any typographical errors. Our office must approve the final copy by signature, confirming there are no typographical errors before we file the certificate with the Texas Department of Health.

5. Certified Copy Delivery:

Our staff will call the person signing our Purchase Agreement to pick up the Death Certificates. If mailing of the forms is selected, the certified copies will be sent via U.S. Postal Service (certified mail) and require a signature upon delivery to the contract signer.

6. ALL open charges / invoice(s) must be paid in full before the certified death certificates will be mailed to the designated person listed above. Thank you for your understanding in this matter.

Final Processing Information:

The process may take several weeks to complete, depending on multiple factors:

- The time it takes for your staff to send the death certificate information obtained from the family.
- The time it takes the certifying physician to complete the medical portion.
- The time for your office to grant final approval for filing with the state.
- The state's processing time and postage required to receive the certified copies from the state of Texas.
- U.S. Postal Service mailing time for delivering certified copies to your office or the family, as specified above. If you have any additional questions, please contact our office at (210) 717-0000.

