

## 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.)  

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- 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)  

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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 \_\_\_\_\_  

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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.

[jcruz@missionparks.com](mailto:jcruz@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.



Simplicity Funeral Chapels

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