

FDSA Death Certificate Order Form

All death certificate orders must use this form for every individual Certificate request. Each order must be pre-paid with checks received at the FDSA office **before** any weekly orders are placed for your firm by FDSA. **There will be a \$15 charge for non-members. There is a minimum of a 4-5 week delivery period for each order placed.** There will be **no cancellations** once the order is placed.

Illinois Agency Rates for Death Certificates

	City of Chicago	Cook County/ Suburban	Older (before 1986)
First Copy	\$12.00 (If file # is included)	\$10.00	\$15.00
First Copy	\$15.00 (If file # is not included)		
Add'l Copies	\$4.00	\$4.00	\$4.00

To request more forms, call the FDSA office at 630-980-4740 or download them online at www.fdsachicago.com.

(Please Print Clearly)

Order Date: _____ **Requester's Name:** _____

Name of Deceased: _____

County of Death: _____

City of Death: _____

***If Applicable, Chicago File #** _____ (*Note: See above rates for details about Chicago File #s)

Date of Death: _____

Specify Number of Copies to Order: _____

Funeral Home Name: _____

Funeral Home Address: _____

Funeral Home Phone: _____

Funeral Home Fax: _____

Funeral Home E-Mail: _____

FDSA Office Use: Member # _____

Order Rec'd Date: _____ Payment Rec'd Date: _____ Check # & Total \$ Rec'd: _____

Name Agency & Rec'd Date: _____ Order Processed Date: _____ Mailed to FH Date: _____

Notes:

Mail Your Payment & Completed Form to:

FDSA of Greater Chicago
 140 North Bloomingdale Road
 Bloomingdale, IL 60108-1017
 Phone: 630-980-4740
 Fax: 630-351-8490
 Website: www.fdsachicago.com
 E-Mail: office@fdsachicago.com