



ALAMEDA COUNTY HEALTH CARE SERVICES AGENCY
PUBLIC HEALTH DEPARTMENT

Rebecca Gebhart, Acting Director
Muntu Davis, MD, MPH, Director and Health Officer

Vital Registration

1000 Broadway, Suite 500
Oakland, CA 94607

(510) 267-8069
FAX: (510) 267-8073

**ALAMEDA COUNTY INSTRUCTIONS FOR SWORN STATEMENTS BY
MORTICIANS TO PURCHASE CERTIFIED COPIES OF DEATH CERTIFICATES
Effective July 1, 2003**

Attached please find the following:

1. A one-sided “master copy” of the sworn statement for your ease in photocopying. Please make as many copies as you need.
2. Instructions to complete the application. Make copies of this as needed.

Sworn statements do NOT replace the “Vital Registration Request for Service”. The request for service form is for accounting it will still need to be completed as in the past. The law states Funeral Directors do NOT need to notarize sworn statements. Only licensed funeral directors may sign a sworn statement.

The three reasons a sworn statement will need to be completed for an order (multiple copies of the same death certificate need ONE sworn statement) are as follows:

1. Certified copy of a fetal demise certificate
2. Certified copy for a Veteran (please still indicate on the “Vital Registration Request for Service” form a VA copy is wanted)
3. Certified copies for an authorized person as defined in the law

This attached form is the form we prefer you use. It will be up to the County of Death to either accept or reject this form for use in their county. Alameda County agrees to accept any county form as long as the basic information is provided and a licensed funeral director signs the sworn statement.

If a sworn statement is not attached for each request for certified copies we will return everything to you.

Revised |04/06/2016|
