

Fairfield Department of Health – Office of Vital Statistics
Acceptable Proof of Relationship for Death Certificate Including SS Number
Effective 10/15/15

ORC 3705.25(5): For five years following a decedent’s death, a decedent’s social security number shall not be included on a copy of the decedent’s death certificate unless that information is specifically requested to be on the certified copy by one of the following who presents proof satisfactory to the director, state registrar or local registrar of the person’s identity.

Relationship to Decedent

- Spouse or partner
- Natural or adopted child
- Grandchild
- Great-grandchild
- Genealogy researcher -Lineal descendants only. Lineal descendant = a person who is in direct line to an ancestor, such as a child, grandchild, great-grandchild and on forever. Adopted children are included in the category of lineal descendant. A lineal descendant is distinguished from a “collateral” descendant which would be from the line of a brother, sister, aunt or uncle, niece, nephew, etc. Collateral descendants may NOT obtain a copy with the SS# information.

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- Veteran’s Administration officer or official
 - Local, state or federal law enforcement official or agency
 - Funeral director or an authorize representative
 - Journalist or media organization representative
 - Executor or administrator of the decedent’s estate
 - Attorney representing the executor or administrator
 - Agent with power of attorney
 - Adult representative or successor with written declaration executed by the decedent
 - Any person authorized by law to act on behalf of the decedent or the decedent’s estate

*Requests by mail will require submission of acceptable/satisfactory proof by mail, fax or email prior to issuance of a DC. Phone verification requests will not be permitted.

PLEASE NOTE: If a lineal descendent purchases a redacted copy but returns with acceptable proof of relationship, they may exchange the redacted copy for a non-redacted copy at no additional charge.

Acceptable Proof of Relationship

- State issued photo identification (**Requires one additional form of verification from this Acceptable Proof of Relationship list.**)
- Marriage license of spouse or partner
- Birth certificate of the natural or adopted child listing the decedent as the parent (Staff may utilize the IPHIS/EDRS database to verify the identity of Ohio birth record info if proper photo ID is provided.)
- Income Tax document (1040)
- Joint banking/financial account documentation
- A Will or any legal document issued through a US court of law that verifies ancestry
- Medical or life insurance policy listing relationship to the decedent
- Baptismal record listing lineal decedent’s
- Notarized affidavit of ancestry to the decedent

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- Employee identification badge
 - A written request on agency letterhead signed by an official requesting the visibility of the social security number on the certified death certificate copy
 - Power of attorney documentation issued through a US court of law
 - Written declaration executed by the decedent authorizing the representative to act on his/her behalf
 - Any legal document issued through a US court of law authorizing any person to act on behalf of the decedent or the decedent’s estate

*Requests for a plain paper copy of a death certificate received from a local, state or federal government agency for use in official government business will be issued upon receipt of a written request submitted on agency letterhead signed by an official of the agency. The written request will include “For Government Use Only” and that the SS# is made visible on the certificate.