



**SOUTHEAST TEXAS APPLIED FORENSIC SCIENCE
FACILITY
SAM HOUSTON STATE UNIVERSITY**



Instructions for Obtaining the Death Certificate

Death Certificates are obtained through the County Clerk's office in the county of the deceased's residence.

The Southeast Texas Applied Forensic Science Facility does not issue the death certificate.

Under the Texas State Law a death certificate must be initiated within 10 days from the date of the body's final disposition.

STEPS IN THE DEATH CERTIFICATE PROCESS

1. Once the physical body is received we start the death certificate process by entering the deceased's information into the state's electronic database.
2. This information is electronically sent to the certifying physician/medical examiner, who then completes the portion concerning cause and manner of death.
3. The death certificate is then sent back to us to verify that all information is correct.
4. Once it is verified, the death certificate is sent to the state who then forwards it to the county clerk's office.
5. The deceased's death certificate is then available to the family/next of kin. Under normal circumstances this process takes approximately two weeks.
6. The death certificate can be obtained from the county clerk's office in the county where the deceased died OR requested online at the Texas Vital Statistics website <http://www.dshs.state.tx.us/VS/> under Death Records.

Regional County Clerk's Offices Information:

Harris County Clerk
Administrative Offices
Harris County Civil Courthouse
201 Caroline, Suite 460
Houston, TX 77002
713-755-6411
www.cclerk.hctx.net/

Walker County Clerk
1100 University Avenue # 209
Huntsville, TX 77340
(936) 436-4972
<http://www.co.walker.tx.us/>

Montgomery County Clerk
210 West Davis (Hwy 105)
Conroe, Texas 77301
936-539-7885
www.mctx.org/dept/departments_c/county_clerk/index.html

Galveston County Clerk
600 59th St # 2001
Galveston, TX 77551
(409) 766-2200
www.co.galveston.tx.us/county_clerk/