

ATTACHMENT “A” – PROOF REQUIRED LIST

NRS 440.650 requires an applicant to have direct and tangible interest in the matter recorded. Pursuant to NAC 440.070, an applicant has direct and tangible interest if they have a direct relationship by blood or marriage within the second degree of consanguinity to the person named on the certificate, a legal relationship to the person named on the certificate, or for a requirement imposed by law or otherwise facilitate a legal process.

ID is required for all requests, except as listed in Federal, State, and County Government Investigative Agencies

DIRECT RELATIONSHIP BY BLOOD	BIRTH CERTIFICATE PROOF REQUIRED	DEATH CERTIFICATE PROOF REQUIRED
<i>Person of record</i>	<ul style="list-style-type: none"> Must only prove their identity, See Attachment B list for acceptable forms of ID 	Not applicable
<i>Parents</i>	<ul style="list-style-type: none"> Must be listed on the certificate, See Attachment B list for acceptable forms of ID 	<ul style="list-style-type: none"> Must be listed on the certificate, See Attachment B list for acceptable forms of ID
<i>Grandparents</i>	Birth certificate of their child	Birth certificate of their child
<i>Children</i>	Applicant’s birth certificate	Applicant’s birth certificate
<i>Brother and sister (One parent listed)</i>	Applicant’s birth certificate	Applicant’s birth certificate
<i>Grandchild, Step- Parent/child</i>	<ul style="list-style-type: none"> Applicant’s birth certificate Applicant parent's birth certificate Death Certificate showing blood relationship 	<ul style="list-style-type: none"> Applicant’s birth certificate Applicant’s parent(s) listed as an informant or parent(s) birth certificate Death Certificate showing blood relationship
DIRECT RELATIONSHIP BY MARRIAGE	BIRTH CERTIFICATE PROOF REQUIRED	DEATH CERTIFICATE PROOF REQUIRED
<i>Current Spouse, Ex-Spouse or Domestic Partner</i>	<ul style="list-style-type: none"> Proof of marriage or domestic partnership certificate Proof of Divorce Must be able to complete all information accurately on the application 	<ul style="list-style-type: none"> Be listed as the surviving spouse Or Show Proof of Marriage or Divorce at some point in time Or Prove Legal Need

LEGAL RELATIONSHIP - PERSON OF RECORD	BIRTH CERTIFICATE PROOF REQUIRED	DEATH CERTIFICATE PROOF REQUIRED
<i>Attorneys</i>	<ol style="list-style-type: none"> 1. Legal Need Documentation. For example, an affidavit established by the Office of Vital Records OR Court Order 2. A request on company letterhead 3. A company check 	<ol style="list-style-type: none"> 1. Legal Need Documentation. For example, an affidavit established by the Office of Vital Records OR Court Order. 2. A request on company letterhead 3. A company check
<i>Public Guardians</i>	<ol style="list-style-type: none"> 1. A court order establishing public guardianship 2. A county or federal method of payment 	<ol style="list-style-type: none"> 1. A court order establishing public guardianship 2. A county or federal method of payment
<i>Public Administrators</i>	<ol style="list-style-type: none"> 1. Proof of employment as a Public Administrator or Probate Official 2. A request on company letterhead 3. A county or federal method of payment 	<ol style="list-style-type: none"> 1. Proof of employment as a Public Administrator or Probate Official 2. A request on company letterhead 3. A county or federal method of payment 4. Copy of ID
<i>Estate Executors, Personal Representatives, Administrator or Letter of Administrator</i>	Not applicable	<ol style="list-style-type: none"> 1. Letter of Administration, court order or other documents naming the applicant as the estate's executor or personal representative. 2. Copy of ID
<i>Donor Networks</i>	Not applicable	<ol style="list-style-type: none"> 1. A disclosure for the donation 2. A company check
<i>Adoptive Parent(s)</i>	Must be listed on the certificate. Court order required for the original certificate.	Must be listed on the certificate
<i>Adoptive Child</i>	Applicant's birth certificate	Applicant's birth certificate
<i>Legal Guardian to the Person of Record</i>	Court order including tribal court orders or original short term guardianship form	Not applicable: Guardianship terminates when a person passes

<i>Adoption Agencies</i>	<ol style="list-style-type: none"> 1. Nevada relinquishment form or other acceptable relinquishment form 2. A copy of Nevada adoption license 3. A request on company letterhead 4. A company check 	<ol style="list-style-type: none"> 1. Nevada relinquishment form or other acceptable relinquishment form 2. A copy of Nevada adoption license 3. A request on company letterhead 4. A company check
<i>Power of Attorney</i>	<ul style="list-style-type: none"> • Court ordered power of attorney or power of attorney allowing to assist in all matters 	<ul style="list-style-type: none"> • Court ordered power of attorney OR power of attorney allowing to assist in ALL matter
Informant	N/A	<ul style="list-style-type: none"> • Must be listed as Informant, See Attachment B list for acceptable forms of ID
FACILITATE A LEGAL PROCESS		
BIRTH CERTIFICATE PROOF REQUIRED		
DEATH CERTIFICATE PROOF REQUIRED		
Law Enforcement	<ol style="list-style-type: none"> 1. Department letterhead with case # and reason 2. Badge Number OR Department ID 	<ol style="list-style-type: none"> 1. Department letterhead with case # and reason 2. Badge Number OR Department ID
<i>DMV Liens and Titles</i>	Not applicable	<ul style="list-style-type: none"> • Verification only or a completed "Trustee Appointment and Powers Affidavit" from DMV
Outside of Nevada Federal, State, or County Government or Investigative Agencies	<ol style="list-style-type: none"> 1. Department letterhead signed by a supervisor with case # and reason 2. Badge Number OR Department ID 	<ol style="list-style-type: none"> 1. Department letterhead signed by a supervisor with case # and reason 2. Badge Number OR Department ID
Nevada State, NV County Government, NV Investigative Agencies, NV Law Enforcement or NV PERS	<ol style="list-style-type: none"> 1. Department letterhead signed by a supervisor with case # and reason 2. Badge Number OR Department ID 	<ol style="list-style-type: none"> 1. Department letterhead signed by a supervisor with case # and reason 2. Badge Number OR Department ID
<i>Student Loans</i>	Not applicable	<ol style="list-style-type: none"> 1. Signed loan document 2. A request on company letterhead 3. A company check

<p>Attorneys</p>	<ol style="list-style-type: none"> 1. A court order or proposed petition with a "tie" to person of record 2. A request on company letterhead 3. A company check 	<ol style="list-style-type: none"> 1. A court order or proposed petition with a "tie" to person of record 2. A request on company letterhead 3. A company check
<p>Ex-Spouse, Children or Other Beneficiaries</p>	<p>Not applicable</p>	<ul style="list-style-type: none"> • Proof of legal need such as insurance policy or if for SSA benefits, must be able to complete all information accurately on the application • Show Proof of Marriage or Divorce at some point in time
<p>Third Party Requests Title Companies, Probate Officials, Escrow Companies, Insurance Companies, Unclaimed Property Companies, Asset Recovery Agents</p>	<p>Direct and Tangible Line Proving Legal Need must be presented. There must be a Direct and Tracible line from the decedent to the requester. Examples Include:</p> <ol style="list-style-type: none"> 1. Letter of authorization on letterhead from the company with direct and tangible interest authorizing to obtain a certificate on their behalf 2. An affidavit to verify direct and tangible interest 3. Signed offer letter or contract 4. Insurance Policy 5. Payment on company check 	<p>Direct and Tangible Line Proving Legal Need must be presented. There must be a Direct and Tracible line from the decedent to the requester. Examples Include:</p> <ol style="list-style-type: none"> 1. Letter of authorization on letterhead from the company with direct and tangible interest authorizing to obtain a certificate on their behalf 2. An affidavit to verify direct and tangible interest 3. Signed offer letter or contract 4. Insurance Policy 5. Payment on company check