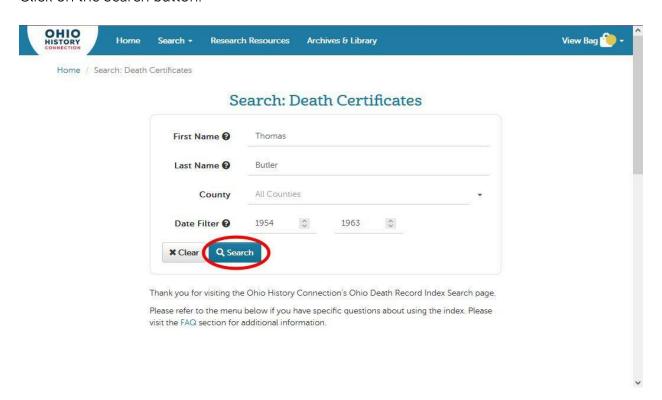
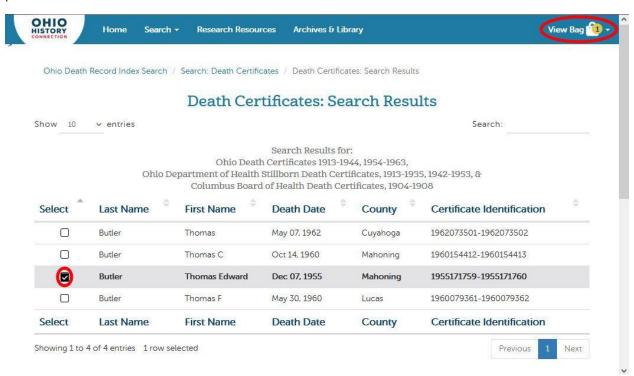
## Death Certificate Copy Online Ordering Instructions

1. Go to <a href="http://resources.ohiohistory.org/death/search\_dc.php">http://resources.ohiohistory.org/death/search\_dc.php</a> and type in the name, county, and year of death if known. Please note the ordering information that is listed farther down on the page. Click on the Search button.

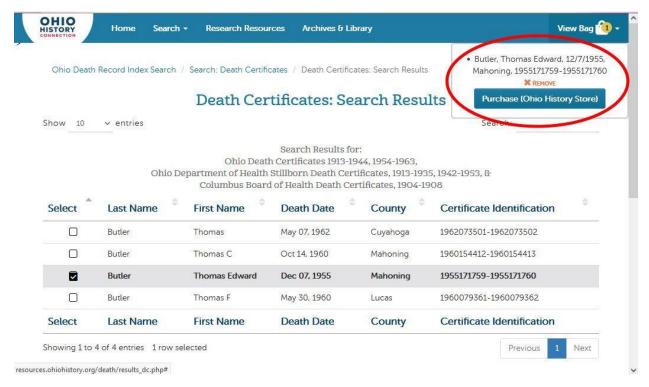


Tip: If the search comes up empty, try expanding the date range, leaving off the first name or county, truncating the last name, or trying a different spelling. Use the married name for married and usually for divorced women. Not all available certificates are listed in the online index due to errors and omissions, but you can still order them online. If you can't find the name after trying these suggestions, go to <a href="http://resources.ohiohistory.org/death/request.php">http://resources.ohiohistory.org/death/request.php</a> and follow the instructions.

2. If you find the certificate you want, click on the box to the left of the name to add it to your shopping bag. You can either go back to <a href="http://resources.ohiohistory.org/death/search\_dc.php">http://resources.ohiohistory.org/death/search\_dc.php</a> to search for more names or click on "view bag" in the upper right-hand corner to start the checkout process.



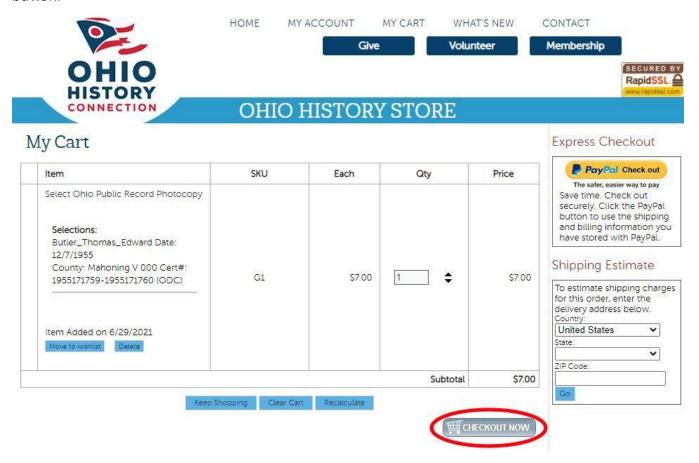
3. When you click on "view bag," it will bring up a list of items in your shopping bag. Click "remove" to delete anything you do not want, then hit the "purchase" button.



4. This will take you to a page to confirm that your order is correct. If it is, click on the "add to cart" button.



5. On the My Cart page, you have more options to go back and keep shopping, move items to your wish list, delete them, and calculate shipping. If everything is alright, check the "checkout now" button.



Need to order by mail? Just print out that page and mail it along with your name, address, phone number, and email address, and include a check or money order made out to "Ohio History Connection." Please note that we cannot accept cash or credit card numbers by mail, nor checks or money orders drawn from foreign banks. Our address is:

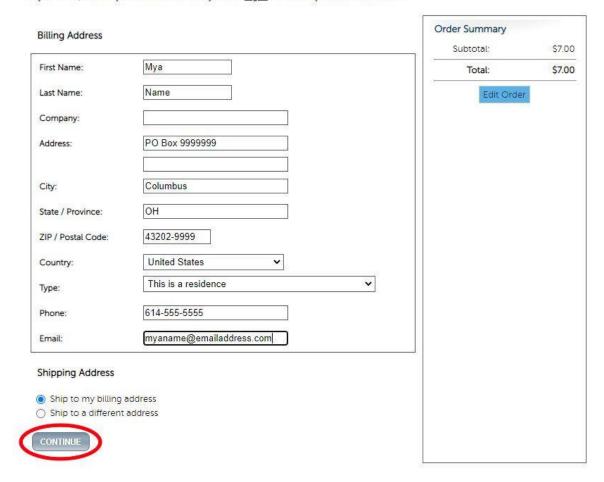
Library Services
Ohio History Connection
800 E 17<sup>th</sup> Ave
Columbus, OH 43211

6. The next page is for entering your billing and shipping address. Leave the company field blank if this is not being sent to a business address. Please double-check your email address. That is our primary way of contacting customers if there are any issues, and it is used to deliver death certificate copies from 1954-to 1963. You can opt-out of receiving our email newsletter on the following page.

## Checkout

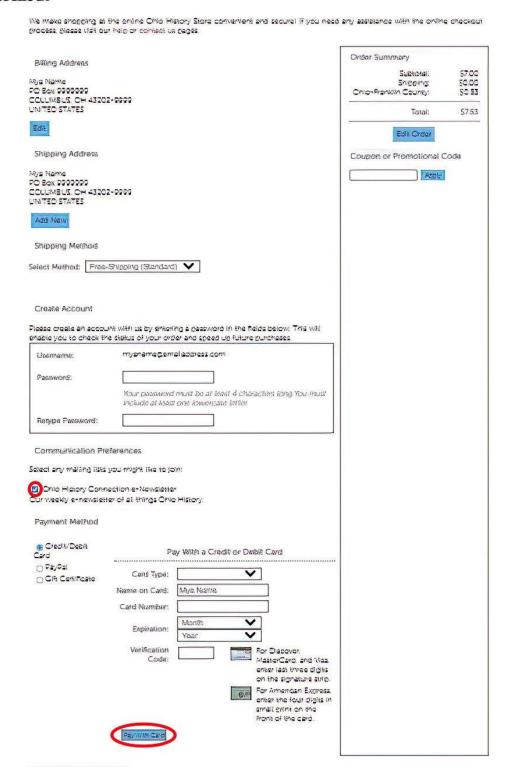
We make shopping at the online Ohio History Store convenient and secure! If you need any assistance with the online checkout process, please visit our help or contact us pages.

If you have previously created an account, you can log in to retrieve your saved addresses.



7. Enter your payment information. If you do not wish to be on our mailing list, you will need to uncheck the box about receiving our email newsletter. Click on the "pay with card" button to complete your purchase.

## Checkout



8. The final page will confirm your order, and you will also receive a confirmation email.