

City of Derby, Connecticut

One Elizabeth Street - 06418



Marc J. Garofalo, MPA, CCTC
Town / City Clerk

Telephone - 203.736.1462 – Ext 2
FAX - 203.736.1479

Email - vitals@derbyct.gov
Website – www.derbyct.gov

Dear Funeral Director,

We thank you for your patience during these difficult times.

During this public health crisis, the Derby Town Clerk's Office will utilize the following system to keep everyone safe and efficiently serve you and your customers.

When filing a Death Certificate and obtaining a Burial and/or Cremation Permit, please do the following:

1. Double check the accuracy and completeness of the Death Certificate
2. Fax – 203.736.1479 or email vitals@derbyct.gov a copy of the Death Certificate (this email will automatically get delivered to all Derby Town Clerk Office Staff to ensure timeliness to your needs)
3. Please let us know how many copies of the DC you will need.
4. Call us at 203.736.1462 Extension 2 to let us know what time you will be coming so we can have the Burial Permit ready.
5. Call us when you arrive at City Hall and please use the Parking Lot/Minerva Street Entrance.

We hope to continue to serve you well and with the highest respect for you and your customers.

Thanks for your help in making this transition as smooth as possible.

Finally, if there are any issues that occur after normal business hours, please don't hesitate to email this office.

Sincerely,

Marc J. Garofalo, MPA, CCTC
Town/City Clerk