Amend a Birth Record

OREGON HEALTH AUTHORITY

We encourage you to visit www.HealthOregon.org/chs. Find the birth amendment you want from the "Change a Record" menu. The page has detailed information on the requirements for your amendment. Please read it carefully.

To amend a record, you must:

- Submit the Amend a Birth Record Order Form. Don't forget to sign the form!
- Be eligible to amend the record and, if necessary, provide proof of eligibility.
  - Those eligible to amend birth records: Registrant (child named on record, if 18 years or older), Parent listed on record, Legal guardian or agency having custody of the child on the record.
- Include a copy of your current ID (words must be legible and photo must be clear).
  - Tip: take a photo of your ID and print it instead of using a copy machine.
  - Visit bit.ly/OR-Eligibility for a list of acceptable ID.
- Provide amendment affidavit or form (if required).
- Provide original evidence documents (if required). For most amendments, these will be returned to you by mail after the amendment is complete. (See website for more information.)
- Include payment for $35 amendment fee (if required).
- Include required certificate fees (if ordering new birth certificates) (see below).
- Include $30 expedite fee (optional).

Fees

Amendment Fee

- Oregon law requires a $35 fee for amendments to birth records with some exceptions. Most amendments do require the fee. OAR 333-011-0340(6). See website for more information.

Replacement Fee

- You may exchange one incorrect original birth certificate, issued within the last 12 months, for a free corrected certificate.
- All other original certificates issued within 12 months may be exchanged for $5 each.
- Originals certificates **must be turned in with the order form.** Note: Computer image certificates will be replaced with computer image certificates and full image certificates with full image.

Certificate Fees - There are two different types of birth certificates:

Computer Issued (short form): available for births from 1920-Present

- $25 per certificate / unless exchanging within 12 months of issue date
- If you are requesting a certificate for someone born in 2008 or later, you MUST choose the computer issued certificate.

Full Image (long form): available for births from 1903-2007

- $30 per certificate / unless exchanging within 12 months of issue date
- For those born before 2008, the full image certificate may be needed for dual citizenship, Tribal enrollment, genealogy, Apostille/authentication, and any business outside the U.S.

For more information, read "Determine What Type of Birth Certificate You Will Need" at bit.ly/OR-amend-birth.

Expedite Option Fee
Requests are processed in the order they were received. Please visit the Amendment Processing Times page at bit.ly/AmendTimes to view a list of the latest processing times for birth amendments.

If the amendment needs to be completed sooner, you have the option to expedite the order. To do this, you must check the expedite box on the order form and include the additional $30 in the grand total for fees that are due.

- Expedited amendments are processed in three (3) full business days once all required documents and fees are received.
- After the amendment is processed, the amended certificate is sent to you via regular U.S. Mail (allow 7-10 business days for delivery). If you require a faster delivery method for the new certificate to be sent, you must provide all materials required by your chosen delivery service, including prepaid envelope and completed mailing label (for example, FedEx or UPS).
- This fee does not include a certified copy of the amended record and is in addition to the amendment fee.

NOTE: The Amendments Unit also registers records for home births, delayed births, and adoptions for children born outside of the United States. These are not eligible for an expedited service.

If you need help completing the fee table at the top of the Amend a Birth Record Order Form, visit the Change a Birth Record web page at bit.ly/OR-amend-birth for examples that explain what fees should be paid in each instance.

Instructions for completing the Amend a Birth Record Order Form:

► **For all birth records EXCEPT adoptions, delayed birth registrations, and home birth registrations:** Provide the names that are on the CURRENT record (before the amendment).

► **For adoptions, delayed birth registrations, and home birth registrations:** Provide the names as they will appear on the new birth record.

- If possible, type in the answers before printing the form. If completing by hand, print clearly.
- Provide all names (first, middle and last) in their complete and legal form. Do not shorten the names or use initials unless they match what is on the record.
  - (Example: Thomas Example Smith -NOT- Tom E. Smith)
- **#5 Mother/Parent A's legal name at birth/prior to first marriage** is also known as maiden name. This is the name of the parent at THEIR birth, not at the birth of the child.
- Fill in the amendment order fee table at the top of the order form completely. This includes checking the expedite box and including that fee if you want your file expedited, if ordering new birth certificates, indicating how many and what type you would like, and filling in the grand total box for all of your fees. If completing the table on your computer or device, the totals should be calculated automatically.
- If your name has changed or is not currently listed on the certificate, you must provide documentation in addition to your ID to prove your relationship to the person on the certificate. See bit.ly/OR-Eligibility for more information. For example:
  - If you are requesting your child's birth certificate but your name has changed due to marriage, provide a photocopy of the legal marriage record (not commemorative) to show your name changing.

Print Reset form

Amend a Birth Record Order Form

OREGON HEALTH AUTHORITY

Amendment fees (if applicable)	✓	Fee		Total
Amendment Fee$	☐	$35	=	$
Expedite Fee (optional)	☐	$30	=	$

Certificate Fees	Quantity		Fee		Total
Computer Issued Birth Cert.		x	$25	=	$ 0
Full Image Birth Cert.*		x	$30	=	$ 0
Replacement Certificates.♦ Original certificates must be turned in with the order form.		x	first = $0 each additional = $5	=	$ 0

See instructions pages for more about fees.

Grand total of amendment & certificate fees **$ 0**

For CHS Use:

$ The $35 amendment fee is required unless the amendment type is excluded by law.

* If a person was born before 2008, a Full Image (long form) birth certificate may be ordered.

♦ Original certificates can be replaced after an amendment if they are turned in within one year of issuance. The first replacement certificate is free and the rest are $5.00 each.

1. Full name on record: (see instructions) (first) (middle) (last)

2. Date of birth: (mm/dd/yyyy)

3. Sex:

4. Place of birth: (city) (county) Oregon

5. Mother/Parent A's legal name at their birth/prior to first marriage: (first) (middle) (last name at mother/parent A's birth)

6. Father/Parent B's legal name at their birth/prior to first marriage: (first) (middle) (last name at father/parent B's birth)

7. Your relationship to person named in line 1: ☐ Self ☐ Parent named on the record
☐ Legal guardian or agency having custody of the child of the record ☐ Legal representative
☐ Other (specify): _____ **Visit bit.ly/OR-Eligibility to determine if you are eligible.*

8. If ordering a birth certificate, reason for needing certificate:

9. Daytime phone number:

10. Email:

11. Name of person ordering:

11b. If mailing to someone other than yourself: (name of other person, company, or organization)

12. Mailing address: (street address or PO box)

13. Mailing City/State/ZIP:

} Certificates will be shipped to this address.

14. Person ordering: Include legible copy of current, calid photo ID. See page 2 for alternative ID options. **Include additional eligibility documents (if needed).** Visit bit.ly/OR-Eligibility for more information.

15. Required signature of person ordering:

Warning: Providing false information is a felony under ORS 432.993.

Make check/money order payable to:
OHA/Vital Records
Payments must be in U.S. Dollars
Please Do Not Send Cash

Mail fees and forms to:
Oregon Vital Records
PO Box 14050
Portland OR 97293-0050

Drop Box Location:
800 NE Oregon St
Portland OR 97232

This form is available in alternate formats. See page 2 for details.

You can get this document in other languages, large print, braille, or a format you prefer. Contact 971-673-1190 (voice), email CHS.VitalRecords@oha.oregon.gov, or fax 971-673-1203. We accept all relay calls or you can dial 711.

Birth records are restricted for 100 years after the date of the birth. The child named on the record (the registrant), the registrant's spouse, domestic partner who is registered by the state, parent, child, sibling, grandparent, grandchild, legal guardian or legal representative, an authorized representative, or a government agency acting in the conduct of its official duties are eligible to receive a birth certificate (ORS 432.380).

When ordering a certificate, applicants must provide proof of their identity and may need to provide additional documents to prove their eligibility.

- Visit bit.ly/OR-Eligibility or call 971-673-1147 for more information.

Alternative identification you can send with your mail or drop box order:
If you don't have a valid driver's license, ID card, or passport, send photocopies of three (3) different documents that include your name. At least one document must list your current address.

Suggested documents are listed below:

- **Documents such as the following must have a current mailing address and can be no more than 30 days old:**
  - Utility bill (for example, telephone, gas, electric, water, garbage removal) or other bill
  - Insurance statement, medical statement, or paycheck stub
- **Other documents such as the following may be used, but may not be expired:**
  - Court or parole documents
  - Valid work ID, unemployment statement, food stamp, or other benefit cards (copy both sides)
  - Permit for firearms, fishing, hunting, or other license
  - Vehicle registration, title, or insurance statement

  For a full list of documents, go to bit.ly/OR-Eligibility.

If you have no ID or other documents, a person who is eligible to receive the certificate may order on your behalf. Certificates may also be released to a legal representative of a family member or sent directly to a government agency.

To contact the Amendments Unit, email CHS.Amendments@oha.oregon.gov or leave a message at 971-673-1147.