Ordering Parentage/Paternity Affidavit by Mail or Drop Box

OREGON HEALTH AUTHORITY
Center for Health Statistics

The name of the affidavit changed from "paternity" to "parentage" in January 2026. This order form will work for any version of the affidavit. You do not need to indicate which version you are requesting. Note: Some terms changed when the affidavit was updated. "Father" became "Second genetic parent" and "Mother" became "Parent who gave birth."

To receive a copy of the Parentage/Paternity Affidavit, you must:

- ☐ Sign the completed form.
- ☐ Include the payment for your order.
- ☐ 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.
- ☐ Be eligible to receive the affidavit and, if necessary, provide proof of eligibility.

Those eligible to receive parentage/paternity affidavits:
Parent of the child named on the birth record who signed the form, Child Support agency administering Title IV-D of the Social Security Act, Registrant (person named on record) who is age 18 years or older.

There are two different types of copies of Parentage/Paternity Affidavits:

Certified: $24 (this cost covers all pages of the affidavit)
Certified copies are photocopies of the file with an official signature of the State Registrar and a raised seal of the state Oregon.

Uncertified: $4 per page
Uncertified copies are photocopies of the file with no signature or seal.
Most files are 1-3 pages in length.

Helpful hints for completing the order form:

- 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)
- **Parent who gave birth/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.
- Indicate what type and how many copies of the affidavit you would like to order at the top of the form.
- If you are a parent listed on the form but your has name changed due to marriage, provide a photocopy of the legal marriage record (not commemorative) to show your name changing.

How the order is processed

- Some Acknowledgment of Parentage/Paternity Affidavits may be stored with the Oregon State Archives.
- As soon as we receive the order, all required documents, and fees, we will search for the affidavit in our files or will contact archives so they can search for the affidavit. Once located, they will ship it to our office so that we can make and issue a certified or uncertified copy to the applicant.
- If no affidavit is available, we will instead issue a certified or uncertified statement (based on what was requested) to that effect on State of Oregon letterhead.

Please do not staple any documents or checks to the order form.

OREGON HEALTH AUTHORITY

Print | Reset form

Oregon Parentage/Paternity Affidavit Order Form

☐ **Certified Copy $24** How many?

☐ **Uncertified Copy $4 for each page** How many?

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1. Full name on affidavit: (child's name on record) (first) (middle) (last)

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

3. Sex:

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

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

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

7. Your relationship to person named in line 1:
- ☐ Parent of the child named on the birth record who signed the form
- ☐ Child support agency administering title IV-D of the Social Security Act
- ☐ Self (Child listed on the birth record) (Must be age 18 or older)

8. Reason for needing affidavit:

9. Daytime phone number:

10. Email:

11. Name of person ordering:

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

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

14. Mailing City/State/ZIP:

} Affidavits will be shipped to this address.

15. ☐ **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.

16. Required signature of person ordering:

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

Parentage/Paternity affidavit records are restricted for 100 years after the date of the birth. Parentage/Paternity affidavits can only be released to a Child Support agency administering Title IV-D of the Social Security Act, a parent who signed the form, or the registrant if age 18 or older. (OAR 333-011-0275)

Records are $24 for a certified copy
$4 for an uncertified copy.

The fee is non-refundable once the search for the record has been completed. (Oregon Administrative Rule OAR 333-011-0340(1)).

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

Drop Box Location:
800 NE Oregon St
Portland OR 97232

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

A penalty, not to exceed $35, may be assessed for Non-Sufficient Funds checks per ORS 30.701(5).

See page 2 of form for additional information.

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 your 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.

Eligibility to Order:
Only a parent who signed the affidavit, the registrant (child listed on the birth record) if age 18 or older, or a child support agency administering Title IV-D of the Social Security Act may order a Voluntary Acknowledgment of Parentage/Paternity form.

When ordering an affidavit, 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 971-673-1190 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, the other parent who signed the affidavit can provide ID and order the affidavit.

How long does it take to receive a copy of this form when ordered by mail or drop box?
Processing times vary depending on workload. Visit the "Amendment Processing Times" link in the Change a Record" menu from the Vital Records home page (www.HealthOregon.org/chs) to view a list of the latest processing times for the different amendment types.Times that are posted are for orders that do not have any issues. The following scenarios may also cause further delays: 1) Missing payment 2) Missing ID 3) Missing eligibility documents 4) Inaccurate or incomplete order form information 5) The affidavit is not on file. **Note:** If it has been more than 12 months since the form was originally filed, it may have been moved to storage. Accessing storage records takes additional time to order and receive the correct files.

If something additional is needed from you, we will reach out to you by mail or secure email.

Orders for a Parentage/Paternity Affidavit must be placed by mail or drop box. There is no option to order this record on the web, by telephone, or in person.

Visit www.HealthOregon.org/chs for more details.