Ordering Death Certificates by Mail or Drop Box

OREGON HEALTH AUTHORITY
Center for Health Statistics

To receive a certificate, 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 certificate and, if necessary, provide proof of eligibility.
  - Must be 18 years of age or older
  - Visit bit.ly/OR-Eligibility for a list of who is eligible and information on required documents.

There are two different types of death certificates:

Short Form (without cause of death): Available for deaths from 1978 - Present | $25 per certificate

This type of certificate includes the same information as the long form EXCEPT the medical information. There will be no cause of death, time of death, or medical information. Probate or court proceedings, wills and trusts typically require the short form certificate. Title changes require the short form.

Long Form (with cause of death): Available for deaths from 1903 - Present | $25 per certificate

This type of certificate includes the date, place, and county of death as well as personal information about the deceased like their address, birth date, and name of parents and spouse (if applicable). It also contains the medical information listing the cause and time of death. Life insurance companies, and financial institutions (for items like insured loans or stocks and bonds) typically require the long form.

Check with any company or organization that may require a death certificate to determine what type they may need (short or long form).

Helpful hints for completing the death certificate order form:

- If possible, type in the answers before printing the form. If completing by hand, print clearly.
- Indicate what type and how many certificates you would like to order at the top of the form.
- 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)
- Your relationship to deceased person. To answer this, complete this sentence: "I am their _____."
- If your name is not listed as a spouse or a parent on the certificate you are requesting or has changed, you must provide documentation in addition to your ID to prove your relationship to the deceased person on the certificate. See bit.ly/OR-Eligibility for more information. Common examples:
  - If you are requesting your father's death certificate, provide a photocopy of your birth certificate.
  - If you are a title insurer or title insurance agent submit an official document or letter from your organization that authorizes you as the title insurer or title insurance agent handling a transaction concerning the deceased person.
  - If you are requesting your child's certificate but your name has changed due to marriage, provide a photocopy of the legal marriage record (not commemorative) to show your name changing.

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

(04/26)

OREGON HEALTH AUTHORITY

Oregon Death Certificate Order Form

Print | Reset form

Short Form Certificate (without cause of death):
☐ How many?
-Available for deaths from 1978 - Present
-$25 for each certificate

Long Form Certificate (with cause of death):
☐ How many?
-Available for deaths from 1903 - Present
-$25 for each certificate

1. Full name of deceased: (first) (middle) (last)

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

3. Place of death: (city) (county) Oregon

4. Spouse of deceased:: (first) (middle) (last name prior to first marriage)

5. Your relationship to deceased person: ☐ Child ☐ Parent ☐ Sibling ☐ Grandparent ☐ Grandchild
☐ Current spouse or registered domestic partner ☐ Legal representative ☐ Estate executor ☐ Govt. agency ☐ Title company
☐ Funeral home ☐ Other* (specify): _____
Visit bit.ly/OR-Eligibility to determine if you are eligble.

6. Reason for needing certificate:

7. Daytime phone number:

8. Email:

9. Name of person ordering:

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

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

12. Mailing City/State/ZIP:

} Certificates will be shipped to this address.

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

14. Required signature of person ordering:

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

Death records are restricted for 50 years after the date of the death. The people listed in number 5 (above) are eligible to receive a death certificate (ORS 432.380). If you are not eligible, enclose a written permission note with a notarized signature from someone who is eligible. See bit.ly/OR-Eligibility for more details about eligibility and for a template for a notarized permission form.

$25 fee for the initial record search includes one certificate. Each additional copy is also $25.

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 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.

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 971-673-1190 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, 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.

How long does it take to receive a certificate ordered by mail? Processing times vary depending on workload. Visit the Order a Certificate menu of our website at www.HealthOregon.org/chs or call 971-673-1190 for the latest processing times. 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) An amendment is being processed 6) The record is not on file.
If something additional is needed from you, we will reach out to you by mail or secure email.

Additional Ways to Order a Certificate:

- **Order in person and receive the certificate within 30-60 minutes (orders that require additional searches could take multiple days to process). Ordering in person requires an appointment and has additional fees.**
  - » State Vital Records Office: 800 NE Oregon Street, Suite 205, Portland, OR 97232-2187
  - » Appointment Hours: 9:00 a.m. to 3:30 p.m. Pacific Time, Mon-Fri, excluding holidays.
- Order online: www.vitalchek.com at any time. Additional fees apply.
- Order by phone through VitalChek: 1-888-896-4988 at any time. Additional fees apply.

Visit www.HealthOregon.org/chs or call 971-673-1190 for more details.