Ordering Birth 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.

Those eligible to receive birth certificates:
Registrant (person named on record) who is emancipated or age 15 or older (all others must be 18 or older), parent, current spouse or domestic partner who is registered by the state, current stepparent until child is age 18, grandparent,child, sibling, grandchild, legal guardian, legal representative, authorized representative, or government agency acting in the conduct of its official duties.

If the name on your ID matches the name of a parent or the child on the certificate, you have proven eligibility. If your name has changed from what is listed on the certificate or you are not the child or parent, additional documentation is required to prove eligibility. Visit bit.ly/OR-Eligibility for more information.

There are two different types of birth certificates:

Computer Issued (short form): available for births from 1920 - Present | $25 per certificate
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
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/ORBirth.

Helpful Hints for Completing the Birth Certificate 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)
- #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.
- Indicate what type and how many certificates you would like to order at the top of the form.
- If your name is not listed on the certificate or has changed, 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. Common examples:
  - If you are requesting your child's birth certificate but your has name changed due to marriage, provide a photocopy of the legal marriage record (not commemorative) to show your name changing.
  - If you are requesting your grandchild's birth certificate, provide a photocopy of your child's birth certificate (the parent listed on the certificate you are ordering) to show your relationship.
  - If you are ordering for a government agency, provide your agency photo ID and a letter on letterhead or court documents that show your need for the certificate.

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

OREGON HEALTH AUTHORITY

Oregon Birth Certificate Order Form

Print | Reset form

Computer Issued Certificate:
☐ How many?
-Available for births from 1920-Present
-**$25** for each certificate
-**Births 2008 and later MUST choose this option**

Full Image Certificate:
☐ How many?
-Available for births from 1903-2007
-**$30** for each certificate

1. Full name on record:	(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 ☐ Child ☐ Grandchild ☐ Grandparent
☐ Current spouse or registered domestic partner ☐ Sibling ☐ Legal guardian ☐ Legal Representative ☐ Govt. agency
☐ Authorized representative ☐ Other* (specify) _____
Visit bit.ly/OR-Eligibility to determine if you are eligble.

8. Reason for needing certificate:

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:

} Certificates will be shipped to this address.

15. ☐ **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.

16. Required signature of person ordering:

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

Birth records are restricted for 100 years after the date of the birth. The people listed in number 7 (above) are eligible to receive a birth 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.

$25/30 fee for the initial record search includes one certificate. Each additional copy is also $25/30.
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.