Ordering Birth Record Supporting Documents by Mail or Drop Box

OREGON HEALTH AUTHORITY
Center for Health Statistics

To receive a copy of the birth documents you request, 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/document and, if necessary, provide proof of eligibility.

Those eligible to receive birth documents:
Vary, but typically are those listed on the original record: Registrant (person named on record) age restrictions may apply and parent(s) of the child named on the birth record. Please refer to the instructions provide by Amendments Staff for more information on what additional documentation may be required for eligibility.

There are two different types of copies of Affidavits/Documents:

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

- Indicate what type and how many copies of affidavits or documents you would like to order at the top of the form.
- Provide a description of the type of document you are requesting. (Examples include: copy of birth, home birth, or delayed birth affidavits; copy of court orders for name change, sex change, or filiation; copy of application and administrative letter for gender identity.) List all requests.
- 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)
- 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.
- If you are requesting your own birth certificate or if you are a parent listed on the form but your 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 Affidavits/Documents may be stored with the Oregon State Archives.
- As soon as we receive the order, all required documents, and fees, we search for the affidavit/document in our files or will contact archives so they can search for the affidavit/document. 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. (07/26)

OREGON HEALTH AUTHORITY

Birth Record
Supporting Documents Order Form

Print | Reset form

Document you are requesting:	Quantity	Type	Quantity	Type
☐ Copy of Correction Affidavit		Certified		Uncertified
☐ Copy of Court Order		Certified		Uncertified
☐ Copy of Administrative Letter		Certified		Uncertified
☐ Copy of Application		Certified		Uncertified
☐ Copy of Evidence Documents		Certified		Uncertified
		$24		$4 per page

Provide description of the record/ document you are requesting.

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:

8. Reason for needing record/document:

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:

} Documents 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.

$24/$4 fee for the initial record search includes one copy. Each additional copy is also $24/$4.

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:

When ordering certified or uncertified copies of birth affidavits or other documents, applicants must provide proof of their identity and may need to provide additional documents to prove their eligibility.

Typically, this order form will accompany a letter or email from an Amendment staff member that contains more information about eligibility.

You may also contact Amendments at CHS.Amendments@oha.oregon.gov.

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.

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. The following scenarios may cause a delay: 1) Missing payment 2) Missing ID 3) Missing eligibility documents 4) Inaccurate or incomplete order form information 5) The affidavit or document 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.

This order 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.