



# Birth Certificate Order Form

This form is to order a birth certificate **within the first six months** after the birth of your child. **After six months**, we can no longer issue certificates and you will need to order your child's birth certificate from the Oregon Department of Human Services. If you have any questions, please do not hesitate to call our office at **(503) 988-3745**.

**1-\$20.00**      **2-\$35.00**      **for additional copies,**      Number of copies requested \_\_\_\_\_  
**3-\$50.00**      **4-\$65.00**      **add \$15 for each one**

Please make checks or money orders payable to **VITAL RECORDS** and send orders to:

**Vital Records**  
**847 NE 19th Avenue**  
**Portland, Oregon 97232**

- (1) NAME OF BABY:      First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_
- (2) DATE OF BIRTH:      Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_
- (3) PLACE OF BIRTH:      Hospital/Facility \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_
- (4) MOTHER'S NAME:      First \_\_\_\_\_ Middle \_\_\_\_\_ Maiden \_\_\_\_\_
- (5) FATHER'S NAME:      First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_
- (6) YOUR RELATIONSHIP TO BABY \_\_\_\_\_  
(If an adopted child, send your request to Oregon State Health Division)

In Accordance with law – ORS 432.120, access to birth records is restricted for 100 years to registrant, immediate family members, legal representatives, government agencies and persons licensed or registered under ORS 703.430. Legal guardians must enclose a copy of the legal document. If you are not eligible enclose a written permission note with a notarized signature of an eligible person. **Warning:** Under Oregon law, knowingly providing false information on an order form to obtain a document you are not eligible to receive, fraudulently using a document for identification purpose, or providing such a document to another person is a Class C Felony – ORS 432.900

Signature \_\_\_\_\_ Please print name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone Number: (\_\_\_\_\_) \_\_\_\_\_

\*After six months from the date of birth, all requests must be sent to the Vital Records Unit of the Oregon State Health Division. P.O Box 14050, Portland OR 97293-0050 Phone: (971) 673-1180