

OVERS Registration Application

This form serves two purposes: 1) to enter the participant into the Oregon Vital Event Registration System (OVERS) and 2) to verify and ensure that the participant is legally allowed to sign or certify birth or death certificates in Oregon. In order to be entered into OVERS the top portion of this form must be **filled out completely** and returned to the OVERS project office. State or County staff will need to complete the bottom portion of this form and the participant will need to provide **two pieces of identification (one piece of identification MUST include a photo)**. In order to sign or certify vital records in Oregon, participants must have a valid professional license or have a position as birth certificate staff in a birth facility. For this reason, we request license (if appropriate) and position information for enrollment in OVERS.

For users who will sign vital records, County Vital Records staff will register the participant's fingerprint data at any County Vital Records office. After the fingerprints are registered, the participant will be able to use a biometric device to electronically sign a vital record. A template of the fingerprint data will be stored solely within the OVERS program as acceptable proof of participant's eligibility to sign certificates.

A biometric device will be needed in order to electronically sign a birth or death certificate. This device will allow certifying the certificate with a fingerprint after the participant is verified and entered into the system.

List of Acceptable Identification:

1. U.S. Passport
2. Drivers License or ID Card issued by state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
3. ID Card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
4. Certified Copy of a Birth Certificate issued by State, County, Municipal authority or outlying possession of the United States bearing official seal
5. U.S. Military Card or Draft Record
6. Native American Tribal Document
7. U.S. Coast Guard Merchant Mariner Card
8. Military Dependant's ID Card
9. Medical or Hospital Identification Card
10. Certificate of U.S. Citizenship (INS Form N-550 or N-561)
11. Certificate of Naturalization (INS Form N-550 or N-570)
12. Permanent Resident Card or Alien Registration Card with Photograph (INS Form I-151 or I-551)
13. Temporary Resident Card (INS Form I-688)
14. Employment Authorization Card (INS Form I-688A)
15. Reentry Permit (INS Form I-327)
16. Refugee Travel Document (INS Form I-571)
17. Employment Authorization Document issued by the INS which contains a photograph (INS Form-688B)
18. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
19. U.S. Citizen ID Card (INS Form I-197)
20. ID Card for use of Resident Citizen on the United States (INS Form I-179)
21. Employment Authorization Document issued by the INS (other than those listed)

FAX Completed OVERS Enrollment Form – Attention: Lynda Jackson

FAX # - 971-673-1201

Please Complete the Following Information COMPLETELY.

To be completed by participant:

Name _____
(First) (M.I.) (Last)

Facility _____

Phone _____ Fax _____ Email _____

Street Address _____

City _____ County _____ State _____ Zip _____

Mailing Address (if different) _____

City _____ County _____ State _____ Zip _____

I attest that the above information is true and correct to the best of my knowledge.

Signature of Participant _____ Date _____

Professional Title: MD DO PA NP CNM LDM ND

Check the Box Next To Your User Type/OVERS Role:

Birth User: Birth Certificate Clerk* Midwife* Other _____

Funeral Home User: Funeral Director* Funeral Home Staff Other _____

Death Medical User: Medical Certifier* Medical Certifier Staff Other _____

Medical Examiner: Medical Examiner* Medical Examiner Staff Other _____

County Staff: County Registrar Deputy Registrar Other _____

(* Indicates signing or certification role)

OFFICIAL USE ONLY

State or County Vital Records Office Use Only:

Oregon Professional License Type _____ License Number _____

Two Types of Identification Shown Were:

Photo ID) _____ And) _____

I attest that I have examined the document(s) presented by the above-named participant, that the above-listed document(s) appear to be genuine and relate to the participant named, that the participant was entered into the OVERS system on _____ and that to the best of my knowledge the participant is eligible to sign or certify vital records in Oregon.

Signature of State or County Official _____ Date _____

Print Name _____ Title _____

County _____ Username _____ Account Created _____

Info. Complete Setup in OVERS Checked CHS Database Added to Listserve Sent email Add to CHS email

Where To Enroll Your Fingerprints

B

Baker Co. Health Dept.
3330 Pochahontas Rd.
Baker City, OR 97814
(541) 523-8211

Benton Co. Health Dept.
Vital Records Section
530 NW 27th Street
Corvallis, OR 97330
(541) 766-6835

C

Clackamas Co. Health Services
Vital Records Section
2051 Kaen Rd.
Oregon City, OR 97045
(503) 655-8406

Clatsop Co. HHS
820 Exchange St., Ste. 100
Astoria, OR 97103
(503) 325-8500

Columbia Co. Vital Records
County Clerks's Office
230 Strand St.
St. Helens, OR 97051
(503) 397-3796

Coos Co. Health Dept.
Vital Records Section
1975 McPherson
North Bend, OR 97459
(541) 756-2020

Crook Co. Health Dept.
Vital Records Section
375 NW Beaver St., Ste. 100
Prineville, OR 97754
(541) 447-5165

Curry Co. Health Dept.
Vital Records Section
94235 Moore St.
Gold Beach, OR 97444
(541) 247-3300

D

Deschutes Co. Health Dept.
Vital records Section
2577 NE Courtney Dr.
Bend, OR 97701
(541) 322-7400

D

Douglas Co. Health Dept.
Vital records Section
621 W. Madrone, Rm. 109
Roseburg, OR 97470-3010
(541) 440-3513

G

Gilliam County Vital Records
County Clerk's Office
221 S. Oregon
Condon, OR 97823
(541) 384-2311

Grant Co. Health Dept
Vital Records Section
528 East Main St., Ste. E
John Day, OR 97845-1240
(541) 575-0429

H

Harney Co. Health Dept.
Vital Records Section
420 N. Fairview
Burns, OR 97720
(541) 573-2271

Hood River Co. Health Dept.
Vital Records Section
1109 June St.
Hood River, OR 97031
(541) 386-1115

J

Jackson Co. HHS
Vital Records Section
1005 E. Main St., Bldg. A
Medford, OR 97504
(541) 774-8210

Jefferson Co. Health Dept.
Vital Records Section
715 SW 4th St., Ste. C
Madras, OR 97741
(541) 475-4456

Josephine Co. Health Dept.
Vital Records Section
715 NW Dimmick
Grants Pass, OR 97526-1802
(541) 474-5328

K

Klamath Co. Health Dept.
Vital Records Section
403 Pine St.
Klamath Falls, OR 97601
(541) 882-8846

L

Lake Co. Health Dept.
Vital Records Section
100 North "D" St., Ste. 100
Lakeview, OR 97630
(541) 947-6045

Lane Co. Public Health
Vital Records Section
135 E. 6th Ave.
Eugene, OR 97401
(541) 682-4052

Lincoln Co. Health and Human Services
Vital Records Section
36 SW Nye St.
Newport, OR 97365-3821
(541) 265-4127

Linn Co. Health Dept.
Vital Records Section
315 SW 4th Ave.
P.O. Box 100
Albany, OR 97321
(541) 967-3888

M

Malheur Co. Health Dept.
Vital Records Section
1108 SW 4th St.
Ontario, OR 97914
(541) 889-7279

Marion Co. Health Dept.
3180 Center St. NE #2274
Salem, OR 97301
(503) 588-5406

Morrow Co. Clerk's Office
100 S Court St.
Heppner, OR 97836
(541) 676-5601

Multnomah Co. Health Dept.
Vital Records Section
3653 S.E. 34th Ave.
Portland, OR 97202
(503) 988-3745

P

Polk Co. Health Dept.
Vital Records Section
182 SW Academy St, Ste. 302
Dallas, OR 97338
(503) 623-8175

S

Sherman
(See Wasco-Sherman Co.)

T

Tillamook Co. Health Dept.
Vital Records Section
801 Pacific
P.O. Box 489
Tillamook, OR 97141
(503) 842-3900

U

Umatilla Co. Health Dept.
Vital Statistics Section
200 SE 3rd St.
Pendleton, OR 97801
(541) 278-5432

Union Center for Human Development, Inc.
Public Health Services
1100 "K" Avenue
LaGrande, OR 97850
(541) 962-8823

W

Wallowa Co. Health Dept.
Vital Records Section
758 NW 1st Street
Enterprise, OR 97828
(541) 426-4848

Wasco-Sherman Co. Health Dept.
Vital Records Section
419 E. 7th Street, Ste. 100
The Dalles, OR 97058
(541) 506-2628

Washington Co. Health Dept.
Vital Records Section
155 N. 1st Ave., Room 160
Hillsboro, OR 97124
(503) 846-8280

Wheeler co. Health Dept.
Vital Records Section
701 Adams Street
Fossil, OR 97830
(541) 763-2400

Y

Yamhill Co. Health Dept.
Vital Records Section
412 NE Ford Street
McMinnville, OR 97128
(503) 434-7477