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# How to Order an Oregon Vital Record by Mail or by using the Drop Box



# Oregon Vital Records Office

We only have records for vital events that occurred in Oregon.



# Oregon Vital Records Include

- Birth
- Death
- Marriage
- Divorce
- Oregon Registered Domestic Partnership
- Dissolution of Domestic Partnership
- Commemorative Certificate of Stillbirth
- Pre-Adoption Birth

# Who Can Order a Record?

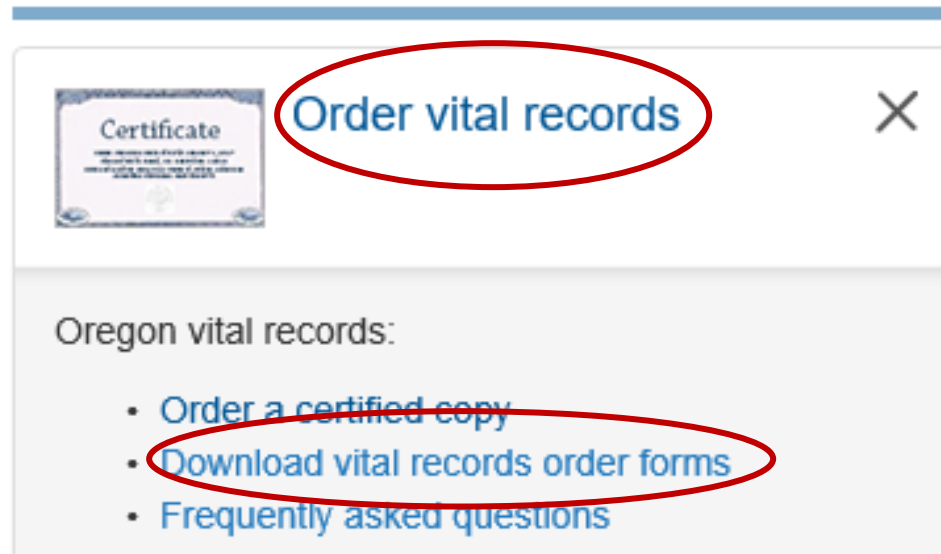
- Only applicants eligible to receive a record may submit an order.
- See order form for more information on eligibility.
- See [www.healthoregon.org/chs](http://www.healthoregon.org/chs) for more information on eligibility. (Eligibility section on left of page.)



# Locate Order Forms

- Order forms can be found on the Vital Records website at [www.healthoregon.org/vitalrecords](http://www.healthoregon.org/vitalrecords)
- In the Our Services section of the website click Order Vital Records and then click Download vital records order forms.

## Our Services



Certificate

Order vital records

Oregon vital records:

- Order a certified copy
- Download vital records order forms
- Frequently asked questions

# Select Your Order Form

## Birth order forms:

- [Birth Record Order Form](#)
- [Birth Record Order Form, Full image \(long form\), 1903-2007](#)
- [Acta de Nacimiento de Oregon Formulario de Solicitud](#)
- [Acta de nacimiento de Oregon, Formulario de Solicitud, Imagen completo \(formato largo\), 1903-2007](#)

## Death order forms:

- [Death Record Order Form](#)
- [Acta de Defunción de Oregon Formulario de Solicitud](#)

## Marriage order forms:

- [Marriage Record Order Form](#)
- [Acta de Matrimonio de Oregon Formulario de Solicitud](#)

## Divorce order forms:

- [Divorce Record Order Form](#)
- [Acta de Divorcio de Oregon Formulario de Solicitud](#)

## Domestic Partnership order forms:

- [Domestic Partnership Order Form](#)
- [Dissolution of Domestic Partnership Order Form](#)

## Commemorative certificate order form:

- [Certificate of Stillbirth Order Form](#)

## Preadoption birth record order forms and birth parent forms:

- [Pre Adoption Birth Record Order Form](#)

# Complete the Form

- The form is a fillable PDF document
- Enter information in all required fields
- Print and sign the form

**Oregon Record ORDER FORM**

Print

Save as

Reset form

**1**  
QUANTITY Number of certified records requested.  
\$25 each certificate

1. Full name on record: Jane Mary Smith  
(first) (middle) (last)

2. Date of birth: 09/01/2020 3. Sex: F 4. Place of birth: Portland Multnomah **OREGON**  
(mm/dd/yyyy) (M or F) (city) (county)

5. Mother/Parent A's legal name at birth/prior to first marriage: Helen Ann Test  
(first) (middle) (last name at mother's/parent A's birth)

6. Father/Parent B's legal name at birth/prior to first marriage: John Michael Smith  
(first) (middle) (last name at father's/parent B's birth)

7. Your relationship to person named in line 1: Mother

8. Reason for needing record: Legal

9. Daytime telephone number: 503-555-5555 10. Email: htest@test.com

11. Name of person ordering: Helen Smith

12. Your address: 123 Main St

13. City/State/ZIP: Testville, OR 97055

14.  Person ordering: Attach legible photocopy of current, valid ID or legal representative document and representative's ID. See back of form for alternative ID options.

15. Required signature of person ordering: Helen Smith

In accordance with law — ORS 432.380, only the person named on the record, immediate family members, legal representatives and government agencies are eligible to access birth records. For all others, access to birth records is restricted for 100 years. Legal guardians must enclose a copy of the legal document and representative's ID. If you are not eligible, enclose a written permission note with a notarized signature of an eligible person.

**OFFICE USE ONLY**

**DO NOT WRITE IN THIS SPACE**

Certificate number:

	1	2
Film		
Film (P)		
Computer		
Indexes		
Index (P)		
DF/CO		

Refund: \$

- Excess fee  Out/state  
 No record  Uncompleted

Check #:

File date:

Amendment fee:



# Identification

- Include a copy of your identification
- Requirements:
  - ✓ Valid drivers license, State ID card or US Passport
  - ✓ Or, 3 different documents that include your name and current address. Documents must be dated within the last 30 days and show current mailing address where record will be mailed.
  - ✓ A complete list of acceptable ID can be found [here](#) or going to the Vital Records website.

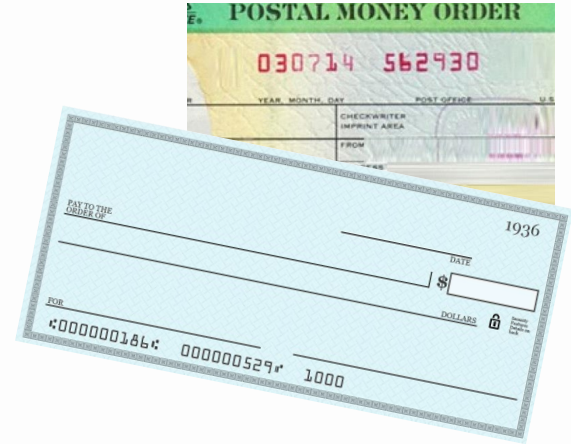


# Payment

- Check or Money Order *only*

(payable to Oregon Vital Records)

- \$25.00 fee per certificate
- \$30.00 if requesting long birth form for births prior to 2008.



# Using the Mail

- Include the completed and signed order form, copy of identification and payment.
- Mail all materials to:  
Oregon Vital Records  
PO Box 14050  
Portland, OR 97293-0050

# Using the Drop Box

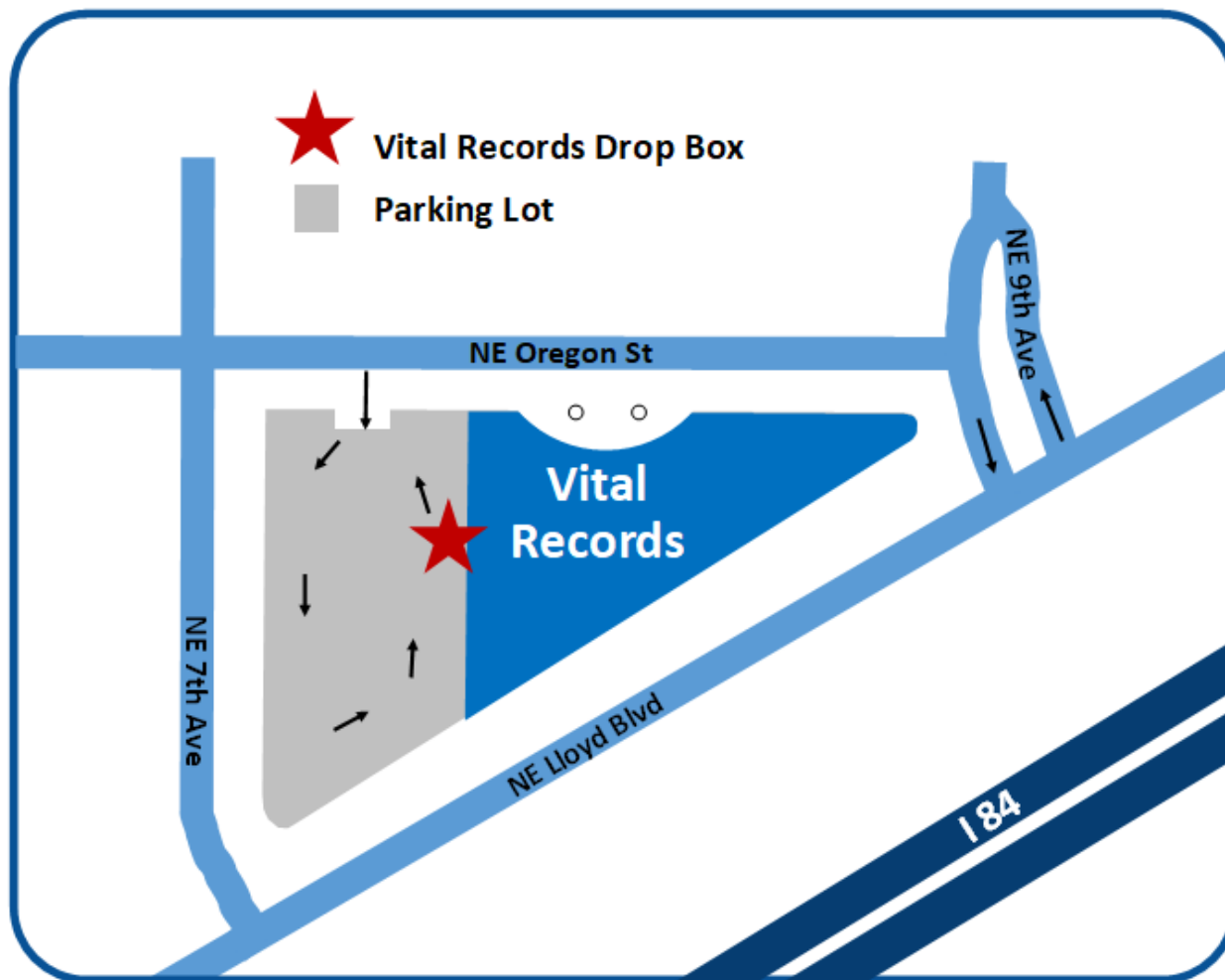
- Put completed and signed order form, copy of identification and payment into a sealed envelope.
- Put the envelope in the Drop Box located at the west door of the Portland State Office Building (located in the parking lot) at 800 NE Oregon St, Portland OR 97232.

# Vital Records Office (for Drop Box)

## Google Maps



# Vital Records Drop Box Location



# How to Locate Our Office (for Drop Box)

## FROM BEAVERTON AND POINTS WEST

- Take Highway 26 (Sunset Highway) and follow signs for Seattle and 405 North.  
Go over the Willamette River on the Fremont Bridge. Once on the bridge, get in the far-left lane and take the exit for The Dalles. This will put you on I-5 South.  
Once on I-5, stay in the right lane and take the first exit, 302-A for Broadway - Weidler St.  
Go to the second light, which is Weidler Street, and take a left.  
Go about nine blocks until you get to 7th Avenue (Burger King is on the corner) and take a right.  
Go eight blocks to Oregon Street and turn left. You will see the State office building immediately on the right with a metered adjacent parking lot.

# How to Locate Our Office (for Drop Box)

## FROM I-5 GOING NORTH

- Take Exit 302-A for Broadway - Weidler St and immediately turn right onto Weidler Street.  
Go about six blocks until you reach 7th Avenue (Burger King is on the corner) and turn right.  
Go eight blocks to Oregon Street and turn left. You will see the State Office building immediately on your right with a metered adjacent parking lot.

## FROM I-5 GOING SOUTH

- Take Exit 302-A for Broadway - Weidler St.  
Go to the second light which is Weidler Street, and take a left.  
Go about nine blocks until you get to 7th Avenue (Burger King is on the corner) and take a right.  
Go eight blocks to Oregon Street and turn left. You will see the State office building immediately on the right with a metered adjacent parking lot.



# How to Locate Our Office (for Drop Box)

## FROM I-84 AND POINTS EAST

- Take Exit 1 for Lloyd Center and get into the middle lane. Continue several blocks on Lloyd Boulevard to 7th Avenue and turn right. Note: 7th Avenue will be the next turn after 9th Avenue. Go one block to Oregon Street and turn right. You will see the State Office Building immediately to your right with a metered adjacent parking lot.

## FROM PUBLIC TRANSPORTATION

- Take MAX Blue, Red or Green line trains. Get off the train at the 7<sup>th</sup> Avenue MAX stop. Walk south through the Oregon Square park toward the Portland State Office Building on Oregon Street.

**Due to COVID 19 Restrictions, the building is closed to the public.**