ARE YOU ORDERING A VITAL RECORD BY MAIL OR BY DROP BOX?

No record will be provided unless you:

- Sign the form
- Include a photocopy of your ID

See form for details.

Thank you!

Oregon Vital Records
**Oregon Divorce Record ORDER FORM**

**Center for Health Statistics**

**Non-Sufficient Funds (NSF) check processing policy:** In the event that your check is returned unpaid for insufficient or uncollected funds, we may present your check electronically. In the ordinary course of business, your check will not be provided to you with your bank statement, but a copy can be retrieved by other means. A penalty, not to exceed $35, may be assessed for NSF checks per ORS 30.701(5).

**Information**
- See second page of form for ordering options and processing times.
- Information is also available on our Web page at: www.healthoregon.org/chs or by calling 971-673-1190.

| QUANTITY | Number of certified records requested. $25 each certificate |

1. **Wife/Partner A’s full legal name at birth:**
   - (first) ________________________
   - (middle) ________________________
   - (last name at birth) ________________________

2. **Husband/Partner B’s full legal name at birth:**
   - (first) ________________________
   - (middle) ________________________
   - (last name at birth) ________________________

3. **Date of divorce or time period search:**__________________________

4. **County:**__________________________

5. **Your relationship to the person named on line 1 or line 2 above:**__________________________

6. **Reason for needing record:**__________________________

7. **Daytime telephone number:**__________________________

8. **Email:**__________________________

9. **Name of person ordering:**__________________________

10. **Your address:**__________________________

11. **City/State/ZIP:**__________________________

12. **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.**

13. **Required signature of person ordering:**__________________________

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 divorce records. For all others, access to divorce records is restricted for 50 years. Legal guardians must enclose a copy of the legal document and ID. If you are not eligible, enclose a written permission note with a notarized signature of an eligible person.

**Send 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

**PLEASE DO NOT SEND CASH**

**Checks/money orders in U. S. Dollars**

**OFFICE USE ONLY**

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<th>Follow-up: Computer copy:</th>
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**WARNING:** Providing false information is a felony under ORS 432.993.

$25 FOR THE FIRST RECORD; $25 FOR EACH ADDITIONAL COPY. The first $25 fee is non-refundable once the search for the record has been completed. OAR 333-011-0340(1).

This form is available in alternative formats. See back for details.
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 both your name and current address. Suggested documents are listed below. If you are mailing your order or using the drop box, make photocopies of the documents and include them with your order form.

Documents must be dated within the last 30 days and show current mailing address where record will be mailed.

Documents such as:
• Utility bill (for example, telephone, gas, electric, water, garbage removal) or other bill;
• Insurance statement, medical statement or paycheck stub;
must have current mailing address and can be no more than 30 days old.

Other documents such as:
• 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,
may be used. However, expired documents are unacceptable. For more information on acceptable documents, go to www.healthoregon.org/chs, click on “Information Needed to Order,” and scroll down to “Acceptable Proofs of Identity.”

If you have no ID or other documents, an immediate family member can provide ID and order the record. Records 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 record ordered by mail? Processing times vary between three and five weeks, depending on seasonal workload. To ensure fast processing for mail orders, use a money order instead of a personal check. Payment by personal check may delay processing by three weeks if the check is on a new account, is a temporary check, does not include a printed name or address, or has a change to the printed name or address. If an amendment is being processed or the record is not on file, or ID or information is missing or in error, expect an additional delay of two to four weeks.

Order in person and receive the record within 30 minutes – 1 hour. Additional fees apply. Fees are not refundable after orders are submitted.

Order online: www.vitalchek.com at any time. Additional fees apply. Order by telephone through VitalChek: 1-888-896-4988, 24 hours per day, 7 days per week, except for major holidays. Additional fees apply. Fees are not refundable. All major credit/debit cards accepted. Orders are processed through the VitalChek Network. Additional fees apply per order to cover vendor, security and expedite fees. Overnight shipping available for an additional fee that varies depending on the vendor and place of delivery. Records will be mailed/shipped within three working days of receipt unless a record problem is discovered. Shipments can be delayed for missing or incorrect information, or if records are still being registered or amended.