



ID Requirements for Ordering Certified Copies of Vital Records: Frequently Asked Questions

Is this a new law?

No. This law has been in effect since January of 2014. It was brought to our attention that the state and county vital records offices were not following the law consistently, so we are changing procedures to meet the law.

Will these guidelines be followed at the state vital records office?

Yes, the state vital records office will be following these same procedures. The state currently does not plan to offer the option to keep IDs on file.

Can I trust my ID to remain secure with vital records?

Although no system is infallible, IDs are retained with sensitive vital records information on order forms. This data is treated with high standards of security and is exempt from public disclosure. Vital records offices are secure areas with restricted access where confidential information is regularly handled.

Do funeral directors have to allow counties to keep their ID on file?

No. If a county offers the option for IDs to be kept on file, funeral directors can choose this option, or they may choose to submit their ID each time they order records.

Can IDs be expired?

No, to be valid an ID must not be expired.

Can information on the ID be redacted?

No, information on an ID may not be altered or redacted.

An ID has a change of address sticker on it that has worn off – is it acceptable?

Yes. In Oregon the DMV used to issue a sticker to be placed over the address on a license when someone changed addresses. The ink on these stickers would often wear off. These stickers were last issued in December 2020, so you may encounter these until December 2027.

Does this apply to birth certificate orders as well?

Yes, documentation of identification is required by law for all orders of vital records.

[Can a funeral director order records using the ID of a family member of the decedent?](#)

No. The ID is used to establish the identity of the applicant (the person ordering the certificates who signs the order form). If a funeral home representative orders the certificates they would use a funeral home order form, sign the order form, and include their ID. If a family member orders the certificates they would use a regular order form, sign the order form, and include their ID.

[If a county is offering to keep IDs on file, will funeral directors need to resubmit their IDs each quarter?](#)

No. Each quarter a county that keeps ID on file needs to update their file by checking that IDs are not expired and verifying with a funeral home that their employee list is current. Funeral directors would only need to resubmit their ID if their previous ID expired, their name changed, etc.

[Can a funeral director license be used as identification?](#)

A funeral director license (issued by the Oregon Mortuary and Cemetery Board) does not meet the legal requirements of [ORS 432.380\(2\)\(b\)](#) to be used as the only piece of identification. It can be used as one of three pieces of alternate identification. Other options for the other two documents are listed [here](#). Three pieces of alternate identification may be kept on file.

[How can funeral directors that work with multiple counties avoid confusion about different county ID processes?](#)

A list of counties that offer to keep IDs on file will be provided. Funeral directors may find it advantageous to have their ID on file with counties they commonly work with that offer that option. If the option isn't available, or if a funeral director doesn't find it worthwhile to have their ID on file with a particular county, they can include their ID with the order form.

[Can ID be attached to a user's profile in OVERS and stored on file that way?](#)

Currently there is no way to easily store and access files that are attached to a person's OVERS user account. We will continue to explore this and other options for streamlining this process.

[Does a funeral director or courier have to regularly work with a vital records office to have their ID on file?](#)

No. If a funeral director or courier isn't well known by county staff they can still have their ID kept on file. County staff would review their on file IDs to verify the person's identity rather than having them present their ID. If county staff do work often with a person and they have no question the person's identity or that their ID is on file, they may not need to review the on file IDs every time.