

December 7, 2022

To: Funeral Home Representatives

FR: Jennifer Woodward, State Registrar, Center for Health Statistics

RE: ID requirements for ordering certified copies of vital records.

[ORS 432.380 \(2\)\(a\)](#) states that an applicant for a certified copy of a vital record shall submit a signed application, documentation of identity, and evidence of eligibility. This applies to every order, including those placed by funeral home representatives. This law has been in effect since January 2014.

This memo addresses documentation of identity when a certified copy of a vital record is ordered from the state vital records office or a county vital records office. These procedures go into effect on January 1, 2023.

What type of ID is required?

[ORS 432.380 \(2\)\(b\)](#) outlines documentation of identity as

- Government issued identification that includes a photograph **or**
- At least three forms of identification **or**
- Identification submitted through an electronic process adopted by the State Registrar by rule.

A list of acceptable ID is located [here](#). ID must be unexpired and unredacted. A funeral director license can be used as one of three pieces of identification but does not meet the qualifications to be accepted on its own.

Why is ID important?

Verifying and documenting the identity of someone who orders and receives a vital record decreases risk of fraud, identity theft, and the accidental release of information. When these incidents happen, they negatively impact the public, funeral home staff, and vital records employees.

When is ID required?

Mail or fax orders:

- Valid ID must be provided or be on file*. If submitting multiple order forms at once, a single ID for the entire group order can be provided.

In-person orders:

- Valid ID must be provided or on file*. If a vital records office has a kiosk for ordering vital records that includes an authentication quiz, ID is still required. ([OAR 333-011-0330\(2\)](#))

Internet or telephone orders:

- If a vital records office takes orders from funeral homes via the internet or telephone with a credit card and an authentication quiz is completed and passed, no further documentation is required. ([OAR 333-011-0330\(2\)](#)) ID must be provided if the person ordering the certificate fails the quiz.

Picking up certificates:

- Valid ID must be provided or on file*. Vital records staff will verify the identity of the person picking up certificates to make sure they are releasing the certificates to the person who ordered them (the applicant) or someone the applicant has authorized to pick up on their behalf.

Option for providing ID

A county vital records office may choose to offer to keep copies of funeral home representative and courier IDs on file (paper or electronic) rather than requiring presentation or copies of ID. If a county vital records office offers this service, they must store IDs in a secure manner and update their file quarterly by checking that IDs are not expired and verifying with a funeral home that their employee list is current.

The state vital records office will have a list of county vital records offices that choose to keep funeral home representative IDs on file. This list will be provided to funeral directors after the initial list has been compiled.

If a county does not keep copies of ID on file, ID must be provided with each order.

Please contact CHS.PartnerServices@oha.oregon.gov if you have questions regarding these requirements or procedures.

*County vital records offices may choose whether or not to offer the option to keep copies of funeral home representative and courier IDs on file.

For more information, please see our Frequently Asked ID Questions document.