

Welcome!



# County Vital Records Issuance: Part 1

Public Health Division  
Center for Public Health Practice  
Center for Health Statistics

May 2018



## Today's Agenda

### ISSUING VITAL RECORDS

1. Eligibility to order a record
2. ID requirements
3. Enter applicant name, mailing address and phone number
4. Tips and Resources
5. Live demonstration of 24 Hour Notice in OVERS



## • Changes

### **In death records:**

- Grandparents, grandchildren and siblings cannot order long forms as of 2014 according to Oregon law.

### **In ID Requirements:**

- We have lists for 1 or 3 pieces of acceptable ID. Our list for 2 pieces of ID is no longer valid.

# Birth records

## Eligibility to order

- Parent
- Parent or 2<sup>nd</sup> parent, if listed on record
- Step-parent, if married to a parent listed on the birth record and child is under age 18
- Registered domestic partner
- Grandparent - as long as their child is listed on the record
- Sibling age 18 or older
- Child of registrant, age 18 or older

Who can order a birth certificate?

ORS 432.380(2)(C)(B)(ii)

# Birth records

## Eligibility to order

- Legal representative - with documentation of who they represent and why they are ordering
- Government agencies - with documentation and why they are ordering
- Legal Guardian - with legal guardianship paperwork
- Non-eligible person with a notarized permission note from an eligible person

Who can order a birth certificate?

ORS 432.380(2)(C)(B)(ii)

## Short Form Death Records

### Eligibility to order

- Current spouse
- Parent
- Child (over 18 years of age)
- Grandparent
- Grandchild
- Sibling
- Domestic partner who is registered by the state
- Legal guardian - with documentation of legal guardianship
- Next of Kin - with notarized document stating they are next of kin

Who can order a  
short form death  
certificate?

ORS 432.380(3) –  
ORS 432.380(2)(C)(B)(iii)





## Short Form Death Records

### Eligibility to order

- Government agency - with documentation and why they are ordering
- Legal representative of an immediate family member - with documentation of who they represent and why they are ordering.
- An agency or person who demonstrates a personal or property right reason
- Non-eligible person with a notarized permission note from an eligible person
- Funeral home representative - for the first two years after date of event.

Who can order a  
short form death  
certificate?

ORS 432.380(3) –  
ORS 432.380(2)(C)(B)(iii)

## Eligibility to Order

- Current spouse
- Parent
- Child (over 18 years of age)
- Domestic partner who is registered by the state
- Legal guardian - with documentation of legal guardianship
- Next of Kin - with notarized document stating they are next of kin

Who can order a long form death certificate?

ORS 432.380(8)(a)



## Eligibility to Order

- Government agency - with documentation and why they are ordering
- Legal representative of an immediate family member - with documentation of who they represent and why they are ordering
- Non-eligible person with a notarized permission note from an eligible person
- Companies paying death benefits
- Funeral home representative - for the first two years after date of event.

Who can order a long form death certificate?

ORS 432.380(8)(a)

## • Recap

- These family members can not order long form death records without proper documentation
- Sibling
- Grandparent
- Grandchild

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# ID Requirements

1. Current, valid passport.
2. Current, valid out-of-state driver's license or ID card.
3. Current, valid Oregon driver's license, permit, or ID card.
4. Current student ID card with name and picture (high school students only).
5. Tribal membership or ID with photo and address.
6. US alien registration card with photo.
7. Armed services ID card with photo.
8. Consulate card (Matricula Consular) with photo and address.
9. Citizen ID with photo.
10. Permanent resident card with photo.
11. State or Federal government ID badge with photo.

ONE of  
the  
following





## ID Requirements

**OR any THREE of the following documents,  
as long as one shows a current address:**

1. Official papers issued by courts with name and date of birth
2. Official Corrections Department or parole papers
3. Vehicle registration or title
4. Personalized check, or savings account statement
5. Monthly account statement (documents must be no more 30 days old)
6. Pistol or firearms permit
7. State hunting or fishing license
8. Utility or other bill with current address (documents must be no more than 30 days old)
9. Paycheck stub or paycheck (documents must be no more than 30 days old)
10. Selective Service card of military discharge paper (must be original)
11. US Immigration or naturalization papers.
12. Concealed weapon permit with photo
13. Company identification card
14. Voter registration card issued by a county elections department
15. Valid food stamp, welfare, or unemployment identification Medical or hospital card of identification
16. Tax statements - W-2 forms, etc. (current year)
17. Auto insurance policy (current year)
18. Union membership card

<http://public.health.oregon.gov/BirthDeathCertificates/GetVitalRecords/Documents/iddocs.pdf>

# Today's Agenda

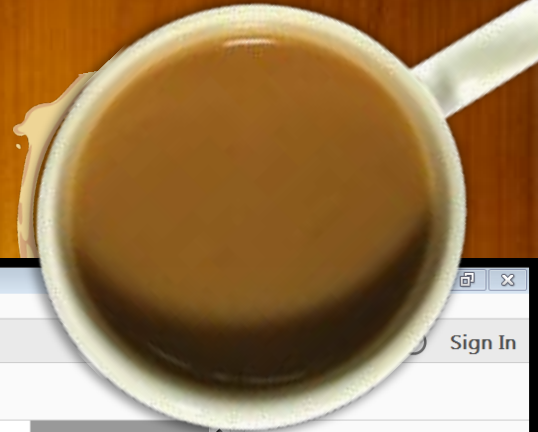
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Enter applicant's name,  
address and phone number



Birth Order Form.pdf - Adobe Acrobat Reader 2017  
File Edit View Window Help

Home Tools Birth Order Form.pdf x Sign In

Oregon Health Authority  
Center for Health Statistics

Oregon Birth Record  
ORDER FORM

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

1. Full name on record: John Andrew Doe  
(first) (middle) (last)

2. Date of birth: 04/04/1976 (mm/dd/yyyy) Sex: M (M or F) 4. Place of birth: Multnomah OREGON  
(city) (county)

5. Mother/Parent A's legal name at birth/prior to first marriage Jane Susan Public  
(first) (middle) (last name at mother's/parent A's birth)

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

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

8. Reason for requesting: Direct lineage

9. Daytime telephone number: 503-555-1212 10. Email:

11. Name of person ordering: John Andrew Doe

12. Your address: 123 SE Main St.

13. City/State/ZIP: Portland, OR 97212

14. ☐ Person ordering: Attach notarized statement, valid ID or legal representative document and representative's ID. See back of form for alternative ID options.

15. 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 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.

Send to:  
OREGON VITAL RECORDS  
PO BOX 14050

Make checks/money orders payable to:  
OHA/Vital Records  
PLEASE DO NOT SEND CASH

Print Save as Reset form

OFFICE USE ONLY  
DO NOT WRITE IN THIS SPACE  
Certificate number:

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

Refund: \$

☐ Excess fee ☐ Out/state  
☐ No record ☐ Uncompleted

Check #:

File date: Amendment fee:

NRL/ref. issued: Full issued:

Follow-up: Computer copy:

Export PDF  
Create PDF  
Edit PDF  
Comment  
Fill & Sign  
Send for Signature  
Send & Track  
More Tools

Store and share files in the Document Cloud  
Learn More

Enter applicant's name,  
address and phone number



Browser address bar: <https://or-vitalevents.hr.state.or.us/OVLR/UIL/Pages/Order/Applicant.aspx?Orderid=-2>

Center for Health Statistics | Welcome back: hb04055 | Logout

Main | **Order Processing** | Life Events | Queues | Accounting | Reports | Forms | Jobs | Table Maintenance | Help

The State of Oregon - Oregon Health Authority  
OVERS Assistance Contact: 971-673-0279

### Applicant

Applicant: ☒ Person ☐ Organization ID Type:  Other:  ☐ Expedite Order

Name

Prefix:  First:  Middle:  Last:  Suffix:  Fraud Suspect? ☐

Street Number:  Prc Directional:  Street Name:  Street Designator:  Post Directional:  Apartment Number:

City or Town:  State:  Country:  Zip Code:

Contact Information

Attention:

Phone Number:  Alternate Number:  Fax Number:

Shipping Information Same as Applicant? ☒

Buttons: Clear Save Next

125%

Part of Triennial Review criteria

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# *Kelly Stacey*

- When security paper should be voided, send an e-mail to Kelly listing the voided paper numbers.
  - Security paper needs to be voided when a customer is returning the original for replacement, and when it gets ruined or destroyed in the printing process.
- Don't forget to shred the original certificates issued which have now been replaced.

*Contact info:*

[KELLY.A.STACEY@state.or.us](mailto:KELLY.A.STACEY@state.or.us)

**971-673-1193**

Resources

For security paper questions

Send security paper numbers that need to be voided



005282627

- Maintain physical security of the certificate paper.
- Part of Triennial Review criteria.
- Contact Kelly by phone or email with questions about security paper

*Contact info:*

[KELLY.A.STACEY@state.or.us](mailto:KELLY.A.STACEY@state.or.us)

**971-673-1193**

## *Storing Security Paper*





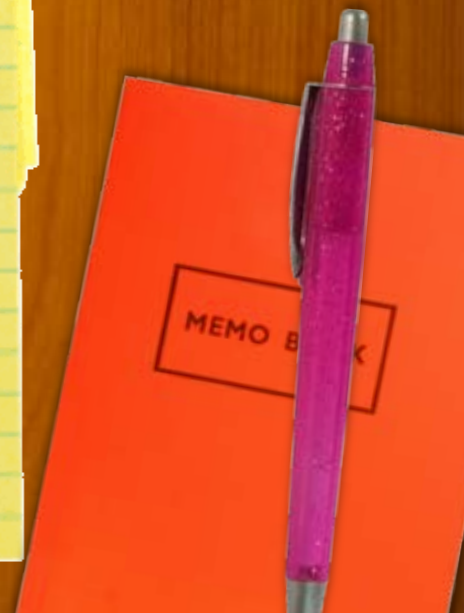
## New Updates to Eligibility

- Siblings, Grandparents and grandchildren cannot order death certificate long forms

## New Updates to ID Requirements

- Added more options to "one piece of ID" requirements list
- will no longer accept just two pieces for alternative ID

*In Summary...*





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*Live  
Demonstration*

# 24 Hour Notice of Death Live Demonstration

[OVERS Test Site](#)



MEMO BO

# Remember!

- Check your queues!
- The process will be hybrid until functionality change on Funeral Home pages is completed.

# Thank You !

## Contact information and resources

Kelly Stacey, Vital Records Certifications Supervisor

971-673-1193

[KELLY.A.STACEY@state.or.us](mailto:KELLY.A.STACEY@state.or.us)

Eligibility resources on the website

Lindsey Zapata, OVERS Trainer

971-673-1197

[LINDSEY.M.ZAPATA@state.or.us](mailto:LINDSEY.M.ZAPATA@state.or.us)

24 Hour Notice resources on the website

Quick Reference Guide