Information for State Users:
How to locate and view marriage and divorce records

Oregon Vital Events Registration System (OVERS)

September 2016
Objectives

By the end of this session, you will gain the information necessary to:

• Use the new OVERS screens to locate and view marriage and divorce records in OVERS

• Access helpful materials and contact OVERS with questions
As of September 2016, the Mainframe will no longer be used to search for marriage and divorce records.

OVERS will now hold all marriage, divorce, birth, and death records.

This training will focus solely on searching for marriage and divorce records within OVERS.
Confidentiality Reminders

- OVERS is a **secure**, confidential system, that should be used only for its **intended purposes** and when the information is **necessary for your official work tasks**.

- Do not release vital record information to **anyone**, not even the person named on the record, unless the release is for your official tasks. This includes verbal and written information.

To gain access to OVERS, fill out an enrollment form (http://bit.ly/OVERSstateuser) have your manager sign it, and fax it to 971-673-1201.

- If information in OVERS does not match the client’s report, you may **not** tell the client which item on the record does not match their report.
Logging in

Go to http://bit.ly/overslogon (this can be saved as a ‘Favorite’)
Upon logging into OVERS, you will be taken to the Home Page. There are two ways to begin performing a record search:

- The **Order Processing** tab in the top menu **or**
- The Fast Links (which only appear once you have accessed those screens)
To begin searching for a marriage record, go the menu bar along the top of the screen. Choose **Order Processing → Order Marriage Record Search**
Searching for a Marriage Record

<table>
<thead>
<tr>
<th>Marriage Record Search</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organization</strong></td>
</tr>
<tr>
<td>Name: DOJ-DCS-Portland</td>
</tr>
<tr>
<td><strong>Applicant Address</strong></td>
</tr>
<tr>
<td>Street Number: 621</td>
</tr>
<tr>
<td>Pre Directional: SW</td>
</tr>
<tr>
<td>Street Name: Morrison</td>
</tr>
<tr>
<td>State: Oregon</td>
</tr>
<tr>
<td>Country: United States</td>
</tr>
<tr>
<td>Zip Code: 37205</td>
</tr>
<tr>
<td><strong>Contact Information</strong></td>
</tr>
<tr>
<td>Attention: State User</td>
</tr>
<tr>
<td>Phone Number: 971 673-1690</td>
</tr>
<tr>
<td>Alternate Number: <em><strong>-</strong></em></td>
</tr>
<tr>
<td>Fax Number: <em><strong>-</strong></em></td>
</tr>
<tr>
<td>Email: <a href="mailto:noone@vitalchek.com">noone@vitalchek.com</a></td>
</tr>
<tr>
<td><strong>Events Requested</strong></td>
</tr>
<tr>
<td><strong>Eligibility</strong></td>
</tr>
<tr>
<td>Applicant Relationship: Government Agency</td>
</tr>
</tbody>
</table>

This section shown here is filled in with your user account information. If a change is needed to your office location, speak with your manager. If a change is needed to your contact information, contact the OVERS Help Desk.
Searching for a Marriage Record

Scroll down to the bottom of the page to **Event Search** and enter in search criteria. Not all fields are required, but keep in mind the more fields you enter the more narrow and refined your results will be.

Either Party A Last Name or Party B Last Name is required.
Searching for a Marriage Record

Fill in two to three fields to search for a record.

Do not change the “Number of rows to be returned”.
Searching for a Marriage Record

Click either “Search” or “Soundex”.

(Soundex will search names that sound like the name(s) you entered)

Unsure of correct spelling or formatting? Use the wildcard symbol: %
Searching for a Marriage Record

Results will then display under “Select Matching Event”.

If after performing a search you see “No Matching Event”, this means that OVERS could not find any records that matched your search criteria. Consider modifying your search and entering less criteria.

**Remember**: OVERS only contains records occurring in Oregon.
Searching for a Marriage Record

Here is an example of when events matched the search criteria entered.

**Date of Event:**
Date of Marriage

**SFN (State File Number):**
Marriage Certificate Number
SFN must be shown in order to use the record
Searching for a Marriage Record

Click Preview. Either ① a preview of record information will be displayed (for records converted from the Mainframe) or ② a preview of the certificate will open (for 2016 records on). Either view can be used to verify record information.

1 Preview of record converted from Mainframe (has limited information)

2 Preview of Marriage Certificate
Searching for a Marriage Record

Preview Screen Legend for Converted Records:

**File Number/State File Number:** Marriage Certificate Number; if there is none listed, the record has not been registered as a vital record.

**Party A & B information:** Previously referred to as Bride/Groom in Mainframe.

**Place of Marriage:** City and County where Marriage took place.

**Date Filed/Party A & B Birthplace/Date of Birth:** These fields will be left blank because they didn’t appear in the Mainframe.

**Date of Marriage:** Marriage date.

**Status:** “Registered” indicates the record has been registered with the State. “Converted” indicates the record was converted from the Mainframe.
### Searching for a Marriage Record

#### Events Requested

<table>
<thead>
<tr>
<th>Id</th>
<th>First</th>
<th>Middle</th>
<th>Last</th>
<th>Event Type</th>
<th>Preview</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>Anderson</td>
<td>Marriage</td>
<td>Preview</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Ander%</td>
<td></td>
<td>Marriage</td>
<td>Preview</td>
</tr>
</tbody>
</table>

#### Eligibility

- Applicant Relationship: Government Agency

#### Event Search

- Party A
  - First: 
  - Middle: 
  - Last: Ander%
- Party B
  - First: 
  - Middle: 
  - Last: 

- Date of Marriage Start: 
- Date of Marriage End: 
- Place of Event City: 
- Place of Event County: 
- Number of rows to be returned: 200

- Search
- Soundex
- New Search

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To go back to a previously viewed record

To perform a new search
Searching for a Divorce Record

To search for a divorce record, go the menu bar along the top of the screen. Choose **Order Processing → Order Divorce Record Search**
Searching for a Divorce Record

This section shown here is filled in with your user account information. If a change is needed to your office location, speak with your manager. If a change is needed to your contact information, contact the OVERS Help Desk.
Searching for a Divorce Record

<table>
<thead>
<tr>
<th>Event Search</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner A</td>
<td>First:</td>
</tr>
<tr>
<td>Partner B</td>
<td>First:</td>
</tr>
<tr>
<td>Date of Divorce Start:</td>
<td>End:</td>
</tr>
<tr>
<td>Place of Event County</td>
<td></td>
</tr>
<tr>
<td>Number of rows to be returned:</td>
<td>200</td>
</tr>
</tbody>
</table>

Scroll down to the bottom of the page to **Event Search** and enter in search criteria. Not all fields are required, but keep in mind the more fields you enter the more narrow and refined your results will be.

Either Partner A Last Name or Partner B Last Name is required.
Searching for a Divorce Record

Fill in two to three fields to search for a record.

Do not change the “Number of rows to be returned”.
Searching for a Divorce Record

Unsure of correct spelling or formatting? Use the wildcard symbol: %

Click either “Search” or “Soundex”.

(Soundex will search names that sound like the name(s) you entered)
Searching for a Divorce Record

Results will then display under “Select Matching Event”.

If after performing a search you see “No Matching Event”, this means that OVERS could not find any records that matched your search criteria. Consider modifying your search and entering less criteria.

Select Matching Event

<table>
<thead>
<tr>
<th></th>
<th>No Matching Event</th>
</tr>
</thead>
</table>

Remember: OVERS only contains records occurring in Oregon.
Searching for a Divorce Record

Here is an example of when events matched the search criteria entered.

<table>
<thead>
<tr>
<th>Select</th>
<th>Date of Event</th>
<th>SFN</th>
<th>Registrant Name</th>
<th>Place of Event</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SEP-01-2015</td>
<td>2015005930</td>
<td>Michaels, Mary Mindy; Michaels, Matthew Marcus</td>
<td>Multnomah</td>
</tr>
</tbody>
</table>

**Date of Event:**
Date of Divorce

**SFN (State File Number):**
Divorce Decree Number
SFN must be shown in order to use the record
Searching for a Divorce Record

Click **Preview**. Either ① a preview of record information will be displayed (for records converted from the Mainframe) or ② a preview of the certificate will open (for 2016 records on). **Either view can be used to verify record information.**

### Select Matching Event

<table>
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<td>Multnomah</td>
</tr>
</tbody>
</table>

**Preview**

- Caso Id: 6620310
- File Number: 2015005930
- Partner A Name: Mary Mindy Michaels
- Partner A Legal Name at Birth: Mary Mindy Michaels
- Partner B Name: Matthew Marcus Michaels
- Partner B Legal Name at Birth: Matthew Marcus Michaels
- County of Decree: Multnomah
- Date Entered: Sep-15-2016
- Status: Divorce Decree Valid/NA/Registered/Converted
- Date Filed: SEP-01-2015
- Partner A Birthplace: 
- Partner A Date of Birth: 
- Partner B Birthplace: 
- Partner B Date of Birth: 
- Date of Decree: SEP-01-2015
- Last Updated By: Registration Specialist

**Preview of record converted from Mainframe (has limited information)**

**Preview of Divorce Decree**
Searching for a Divorce Record

File Number/State File Number: Divorce Certificate Number; if there is none listed, the record has not been registered as a vital record.

Partner A & B information: Previously referred to as Husband/Wife in Mainframe.

County of Decree: County where divorce decree was issued.

Date Filed/Partner A & B Birthplace/Date of Birth: These fields will be left blank because they didn’t appear in the Mainframe.

Date of Decree: Divorce date.

Status: “Registered” indicates the record has been registered with the State. “Converted” indicates the record was converted from the Mainframe.

‘Legal Name at birth’ field is a duplicate of ‘Name’ field

Some fields are blank

Record is before 2016

Status shows “Converted”

Preview Screen Legend for Converted Records:
Searching for a Divorce Record

To go back to a previously viewed record

To perform a new search
Logging Out

The State of Oregon - Oregon Health Authority
OVERS SQL 2014 TEST

Fast Links
- Messages
- Order Birth Record Search
- Order Marriage Record Search
- Order Divorce Record Search
- Order Death Record Search
- Order Review Previous Order

Welcome back: GovAgency

Logout
Resources

• OVERS Informational website for State Employees:
  – Enrollment forms, quick reference guides, Frequently Asked Questions

• Link to OVERS secure website:

• OVERS Help Desk:
  – Phone 971-673-0279
  – 8:00 am – 5:00 pm, Monday – Friday
  – Phone number is also located in the upper left-hand corner of every page in OVERS
Thank you!