

**OREGON VITAL RECORDS
REQUIRED PROOF OF ELIGIBILITY:
BIRTH AND DEATH CERTIFICATES**

Access to a vital record is restricted for a set period after the date of the vital event: 100 years for birth and 50 years for death. For these records, applicants must prove they are legally eligible to order certified copies. This general guide will help you (“the applicant” – the person ordering the certificate) determine which document is best to prove your eligibility to obtain a certified copy of a vital record based on your relationship to the person named on the certificate (Birth: “the child,” Death: “the decedent”). This guide does not cover every situation. For information on eligibility for Marriage/Oregon Registered Domestic Partnership and Divorce/Dissolution Certificates as well as a list of acceptable identification documents, please visit bit.ly/orvrEligibility.

In all cases:

Applicant identification documents (ID) are required. You must be at least 18 years old (15 for your own birth certificate) or an emancipated minor.

If the name on your ID is different than the name listed on the certificate you are requesting or eligibility document you provide, you may be asked to submit documentation of a legal name change such as a copy of your marriage certificate, a court ordered name change or other legal documents to show the name changing.

Applicant’s Relationship to the Child or Decedent	Birth Certificate Documents Required	Death Certificate Documents Required
1. Self: The person named on the certificate.	If the name on your ID matches the name of the child and you are at least 15 years old, nothing else is required. If not, you will be asked to submit documentation of a legal name change such as a copy of your marriage certificate, a court ordered name change, or other legal documents to show the name changing.	Not applicable
2. Parent	If the name on your ID matches one of the parents named on the certificate, nothing else is required.	If the name on your ID matches one of the parents named on the certificate, nothing else is required.
3. Child: Biological or adopted.	A copy of your birth certificate that names the child named on the certificate as your parent is required.	A copy of your birth certificate that names the decedent as your parent is required.
4. Sibling	A copy of your birth certificate that shows a shared parent with the child is required.	A copy of your birth certificate that shows a shared parent with the decedent is required.

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5. Spouse/Registered Domestic Partner	A copy of your state-issued marriage or domestic partnership certificate (not a commemorative certificate, but a legal vital record certificate from the state) is required.	<p>If your current legal name matches the name of the spouse on the certificate you are ordering, nothing else is required.</p> <p>If not, you may be asked to submit documentation of a legal name change such as a court ordered name change or other legal documents to show that you are the spouse named on the certificate. A marriage certificate cannot typically be used as the only evidence that you are the current spouse because it only proves that you were once married.</p> <p>If you are not the spouse named on the certificate, you are not eligible to order unless you can prove eligibility as an <u>Authorized Representative (13)</u> or through a <u>Property Right (19)</u>.</p>
6. Grandparent	A copy of your child's birth certificate that names you as a parent and who is named as a parent on the certificate you are requesting is required.	A copy of your child's birth certificate that names you as a parent and who is named as a parent on the certificate you are requesting is required.
7. Grandchild	A copy of your birth certificate AND a copy of your parent's birth certificate that names the child as a parent is required.	A copy of your birth certificate AND a copy of your parent's birth certificate that names the decedent as a parent is required.
8. Other Family: Aunt/Uncle, Niece/Nephew, Cousin, Stepchild, Stepsibling.	You are not eligible unless you can prove eligibility as an <u>Authorized Representative (13)</u> .	You are not eligible unless you can prove eligibility as an <u>Authorized Representative (13)</u> or through a <u>Property Right (19)</u> .

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9. Stepparent	<p>If the child is under 18 years of age and you are still married to the parent on the certificate, you will need a state-issued marriage or domestic partnership certificate (not a commemorative certificate, but a legal vital record certificate from the state) AND another recent document that names both you and your spouse and is dated within 30 days of your date of application.</p> <p>Examples of the second document can include a joint utility or mortgage bill, bank statement, or tax filing. A marriage certificate cannot be used as the only evidence that you are the current spouse because it only proves that you were once married.</p> <p>Otherwise, you are not eligible unless you can prove eligibility as an <u>Authorized Representative (13)</u>.</p>	<p>If the decedent was under 18 years of age and you are still married to the parent on the certificate, you will need a state-issued marriage or domestic partnership certificate (not a commemorative certificate, but a legal vital record certificate from the state) AND another recent document that names both you and your spouse and is dated within 30 days of your date of application.</p> <p>Examples of the second document can include a joint utility or mortgage bill, bank statement, or tax filing. A marriage certificate cannot be used as the only evidence that you are the current spouse because it only proves that you were once married.</p> <p>Otherwise, you are not eligible unless you can prove eligibility as an <u>Authorized Representative (13)</u> or through a <u>Property Right (19)</u>.</p>
10. Unwed Partner: Ex-spouse, ex- or un-registered domestic partner, romantic partner, fiancée, common-law spouse.	You are not eligible unless you can prove eligibility as an <u>Authorized Representative (13)</u> .	You are not eligible unless you can prove eligibility as an <u>Authorized Representative (13)</u> or through a <u>Property Right (19)</u> .
11. Legal Guardian	A valid copy of court guardianship papers naming you as legal guardian of the child is required.	A valid copy of court guardianship papers naming you as legal guardian of the decedent immediately before death is required.

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<p>12. Legal Representative: <i>“Legal representative” means a licensed attorney representing the registrant or other qualified applicant.</i> ORS 432.005(21).</p>	<p>A valid copy of court records or legal documentation that authorizes you to act on behalf of the child or another eligible person OR a statement on company letterhead explaining who you represent and their relationship to the child is required.</p> <p>If you are representing another person, documents that prove their eligibility will also be required.</p>	<p>A valid copy of court records or legal documentation that authorizes you to act on behalf of the decedent or another eligible person OR a statement on company letterhead explaining who you represent and their relationship to the decedent is required.</p> <p>If you are representing another person, documents that prove their eligibility will also be required.</p>
<p>13. Authorized Representative: <i>“Authorized representative” means an agent designated in a written statement signed by the registrant or other qualified applicant, the signing of which was witnessed.</i> ORS 432.005(3).</p> <p>Includes court-assigned estate administrators, trust fund administrators, and those with notarized permission from eligible parties.</p>	<p>A notarized document that authorizes you to act on behalf of the child or another eligible person is required. A standard permission form that can be notarized is located at: bit.ly/orvrEligibility</p> <p>A Power of Attorney that authorizes you to act on behalf of the child or another eligible person is also acceptable.</p> <p>If you are representing another person, documents that prove their eligibility will also be required.</p>	<p>A notarized document that authorizes you to act on behalf of the decedent or another eligible person is required. A standard permission form that can be notarized is located at: bit.ly/orvrEligibility</p> <p>A Power of Attorney that authorizes you to act on behalf of another eligible person is also acceptable, but a Power of Attorney for the decedent is not.</p> <p>If you are representing another person, documents that prove their eligibility will also be required.</p>
<p>14. Government Agency: <i>“Government agency” means a unit of federal, state, local or tribal government.</i> ORS 432.005(12).</p>	<p>An ID card issued by your government agency that contains your full name and photograph is required and either:</p> <p>a. A letter from a government agency (on official letterhead) citing the agency's need for the certificate in order to conduct official duties, OR</p> <p>b. A valid copy of court records or legal documentation that authorizes you to act on behalf of the child or another eligible person.</p>	<p>An ID card issued by your government agency that contains your full name and photograph is required and either:</p> <p>a. A letter from a government agency (on official letterhead) citing the agency's need for the certificate in order to conduct official duties, OR</p> <p>b. A valid copy of court records or legal documentation that authorizes you to act on behalf of the decedent or another eligible person.</p>

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Applicant's Relationship to the Decedent	Death Certificate Documents Required
<p>15. Next of kin: <i>Spouse, child, parent, sibling, legal guardian, representative of the estate, or representative named in the will.</i> OAR 333-011-0300(1)(a).</p>	<p>See: <u>Parent (2)</u>, <u>Child (3)</u>, <u>Sibling (4)</u>, <u>Spouse/Registered Domestic Partner (5)</u>, <u>Legal Guardian (11)</u>, <u>Legal Representative (12)</u>, or <u>Authorized Representative (13)</u>.</p>
<p>16. Funeral service practitioner</p>	<p>If you are staff for the funeral establishment named on the requested certificate, only ID is required.</p>
<p>17. Person in charge of disposition: See ORS 97.130.</p>	<p>Documents should include the names of the decedent and the applicant. Common examples include authorizations for disposition completed at a funeral home and funeral home invoices.</p>
<p>18. Informant</p>	<p>You are not eligible for this certificate unless you can prove eligibility through another relationship listed here.</p>
<p>19. Property Right: Person with a property or personal right in need of protection. See below for some specific examples.</p>	<p>In all cases: Documents should include the names of the decedent and the applicant, and whenever possible should be dated within 30 days of the date of this application, on official letterhead of the issuing organization. Only the Short Form Death Certificate (without cause of death) will be issued unless the property right requires cause of death information (such as life insurance beneficiaries). Common examples include court documents, account statements, bills of sale, car or mortgage titles, contracts, loans, official requests from insurance or financial companies for documentation of death, and notices from the Social Security Administration or Veteran's Affairs regarding survivor's benefits.</p>
<p>19a. Person with a joint bank or investment account</p>	<p>An account statement naming you and the decedent is required. You are only eligible for a Short Form Death Certificate.</p>
<p>19b. Person with a joint mortgage</p>	<p>Joint mortgage documents naming you and the decedent are required. You are only eligible for a Short Form Death Certificate.</p>
<p>19c. Beneficiary or owner of an insurance policy</p>	<p>Insurance documentation naming you as beneficiary or policy owner of the decedent's life insurance is required.</p>
<p>19d. Survivor entitled to SSA or VA benefits</p>	<p>If you were the spouse at the time of death, see <u>Spouse/Registered Domestic Partner (5)</u>. If not, a letter from the SSA or VA naming you as eligible for the decedent's death benefits is required; also see <u>19e</u> below.</p>
<p>19e. VA employee applying on behalf of an eligible survivor</p>	<p>See <u>Government Agency (14)</u>. VA benefits require a Long Form Death Certificate.</p>
<p>19f. Title insurer or title insurance agent</p>	<p>An official document or letter from your organization that authorizes you as the title insurer or title insurance agent handling a transaction concerning the deceased person is required. You are only eligible for a Short Form Death Certificate.</p>