



Death Record Order Form

Death certificates are available at Deschutes County for 6 months from the date and time of death. Please allow 5 business days of processing time (excluding weekends and holidays).

Full name on record for certificate(s):

_____ (first) (middle) (last)

Date of Death: ____/____/____
month / day / year

Place of death: _____, OREGON
(cities in Deschutes County only)

Spouse of Decedent: _____
(first) (middle) (last / married) (last / maiden)

Name of person ordering: _____

Relationship to the person named on record: _____ Daytime telephone number: _____

Number of long forms ordered: _____ Number of short forms ordered: _____
(Shows cause of death) (No cause of death)

Mailing address: _____

E-mail address: _____

Reason for ordering record: _____

Required signature of person ordering: _____

Person ordering must attach legible photocopy of current valid photo ID (front and back to include signature) or legal representative document and representative's ID. If no ID is attached, the death certificate order cannot be processed. See second page (reverse side) for alternative ID options.

In accordance with law- ORS 432.380(3), access to death records is restricted for 50 years to immediate family members, legal representatives, government agencies and persons with a personal or property right. Legal guardians must enclose a copy of the legal document and ID. If you are not eligible, enclose a written permission note with a notarized signature of the eligible person.

Number of total Certificates: ____ x \$25 = Total Due \$ _____ (Each death certificate issued is \$25.00 effective January 1, 2018.)

- Make check/money order in U.S. dollars payable to: Deschutes County Vital Records.
- Mail or bring your order form, copy of photo ID (front and back to include signature), and payment to: 2577 NE Courtney Drive, Bend, OR 97701. Pay by cash, check, and money order. Credit/debit accepted at our office or by phone. PLEASE DO NOT SEND CASH IN THE MAIL.
- You may e-mail your order form and copy of photo ID to vitalrecords@deschutes.org, and make a same-day payment with credit card to 541-322-7498.

Non-sufficient funds (NSF) check processing policy: In the event that your check is returned unpaid for insufficient or uncollected funds, we may present your check electronically. In the ordinary course of business, your check will not be provided to you with your bank statement, but a copy can be retrieved by other means. A penalty, not to exceed \$35, may be assessed for NSF checks per ORS 30.701(5).

Please complete the mailing label below. It will be detached and used to mail the certificate(s) to you.

Name: _____
 Street: _____
 City: _____ State: _____ Zip: _____

OFFICE USE ONLY (DO NOT WRITE IN THIS SPACE.)
 Received by Counter / Mail / E-mail
 Photo ID: Received / Valid / Called / E-mailed
 POE: _____
 Paid by: Check / CC/DB / MO# _____ \$ _____
 Date Sent _____ Counter / Mail
 Security # _____

This Deschutes County Death Record Order form can be provided in Spanish upon request. A state order form is available through the Center for Health Statistics in Portland in an alternate format for individuals with disabilities or in a language other than English and Spanish for people with limited English skills. To request this publication in another format or language other than English and Spanish, contact 971-673-1190 (voice), or 711 (TTY), or fax 971-673-1203.

Alternative identification you can send with your mail order.

If you don't have a valid driver's license, ID card, or passport, send with your order form photocopies of three (3) different documents that include both your name and current address. Suggested documents are:

- Utility bill (for example telephone, gas, electric, water, garbage removal) or other bill;
- Insurance statement, medical statement, or paycheck stub,

Must have current mailing address where death record will be mailed and be no more than 30 days old.

Other documents such as:

- Court or parole documents;
- Valid work ID, unemployment statement, food stamp, or other benefit cards (copy both sides);
- Vehicle registration, title, or insurance statement,

May be used. However, expired documents are unacceptable. For more information on acceptable documents, go to www.healthoregon.org/chs, click on "Information Needed to Order," and scroll down to "Acceptable Proofs of Identity."

If you have no ID or other documents, an immediate family member can provide ID and order the record. Records may also be released to a legal representative of a family member or sent directly to a government agency. Persons ordering must show valid ID or provide alternative documents. In some cases, proof of relationship may be required if the person ordering does not share the last name of the person on the record and is not clearly a family member.

How long does it take to receive a record when purchased in person? 3 days or less. If an amendment is being processed or the record is not on file or still being registered, or ID or information is missing or incorrect, expect an additional delay of 2 to 4 weeks.

How long does it take to receive a record ordered by mail? Processing times vary between 3 and 5 weeks, depending on workload. If an amendment is being processed or the record is not on file or still being registered, or ID or information is missing or incorrect, expect an additional delay of 2 to 4 weeks.

Payment: Credit or debit card, cash, money order, or personal check are accepted forms of payment.

Ordering for someone who passed away more than 6 months ago.

1. **Order through the Center for Health Statistics by mail.** Their mailing address is Oregon Vital Records, P.O. Box 14050, Portland, OR 97293-0050. Their office hours are 9:00 a.m. to 4:00 p.m. Monday through Friday. Their phone number is 971-673-1190. The Deschutes County Vital Records office has these order forms available over our counter or we can e-mail or regular mail them to you. The cost per certificate is \$25.00. Processing times vary between 3 and 5 weeks depending on workload. If an amendment is being processed or the record is not on file or still being registered, or ID or information is missing or incorrect, expect an additional delay of 2 to 4 weeks.
2. ***Order through the Center for Health Statistics in person.** Their street address is 800 NE Oregon Street, Suite 205, Portland, OR 97232-2187. Their office hours are 9:00 a.m. to 4:00 p.m. Monday through Friday. Their phone number is 971-673-1190. Receive the record within 30 minutes to 1 hour. Cost is \$28.25 per certificate including security fee. Fees are not refundable after orders are submitted. Ordering in person is limited to immediate family members of the person named on the record. Orders are placed as self-service kiosks. The identity of the applicant will be screened using Social Security number and date of birth. The cost of each screening is \$3.25. Persons ordering must show valid ID or provider alternative documents. In some cases, proof of relationship may be required if the person ordering does not share the last name of the person on the record and is not clearly a family member. Payment by credit or debit card, cash, money order, or electronic funds transfer (EFT) of a personal check is accepted.
3. ***Order through www.vitalchek.com online.** Order anytime. Cost is \$43.00 for one record shipped by regular mail.
4. ***Order through VitalChek by telephone:** 1-888-896-4988, 24 hours per day, and 7 days per week, except for major holidays. Cost is \$44.95 for one record shipped by regular mail. Fees are not refundable. All major credit/debit cards accepted. Orders are processed through the VitalChek Network. The fee includes \$19.95 per order to cover vendor, security, and expedite fees. Overnight shipping available for an additional fee that varies depending on the vendor and place of delivery. Records will be mailed/shipped within 3 working days of receipt unless a record problem is discovered. Shipments can be delayed for missing or incorrect information, or if records are still being registered or amended.

*Costs may increase / vary after January 1, 2018.