



# Birth Record Order Form

(babies less than 6 months old)

Please allow 3 business days processing time (excluding weekends and holidays) prior to the day your child turns 6 months old.

Child's name on record: \_\_\_\_\_  
(first) (middle) (last)

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (month / day / year) (male / female) Place of birth: \_\_\_\_\_, OREGON  
(communities in Deschutes County only)

Mother's legal name: \_\_\_\_\_  
(first) (middle) (last / married) (last / maiden) (mother's date of birth)

Father's legal name: \_\_\_\_\_  
(first) (middle) (last) (father's date of birth)

Parents' birth places: \_\_\_\_\_ (mother's place of birth) \_\_\_\_\_ (father's place of birth)

Name of person ordering: \_\_\_\_\_

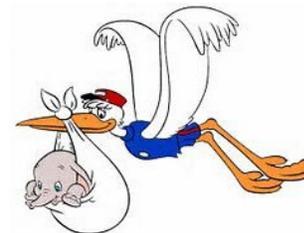
Relationship to child named above: \_\_\_\_\_ Daytime contact phone number: \_\_\_\_\_

Mailing address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Reason for ordering record: \_\_\_\_\_

Required signature of person ordering: \_\_\_\_\_



Person ordering must attach legible photocopy of current photo ID or legal representative document and ID.

If no ID is attached, the birth certificate order cannot be processed. See second page for acceptable proofs of identity.

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.

WARNING: Providing false information is a felony under ORS 432.993.

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

- Make check or money order in U.S. dollars payable to: Deschutes County Vital Records.
- Mail or bring your order form, copy of valid photo ID (to include signature and expiration date), and payment to: 2577 NE Courtney Drive, Bend, OR 97701. Pay by cash, check, or money order. Credit or debit cards are accepted at our office. **PLEASE DO NOT SEND CASH IN THE MAIL.**
- Expedite: A fee of \$7 will be paid to expedite the search and process an order when the order is placed by telephone, billed to a credit card, and processed same day or within 24 hours.

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: Counter / Mail \_\_\_\_\_  
 Photo ID: Received / Valid / Called \_\_\_\_\_  
 POE: \_\_\_\_\_  
 Paid by: Check / CC/DB / MO# \_\_\_\_\_ \$ \_\_\_\_\_  
 Date Sent \_\_\_\_\_ Counter / Mail \_\_\_\_\_  
 Security # \_\_\_\_\_

This Deschutes County Birth 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 for people with limited English skills. To request another format or language, contact 971-673-1190 (voice), or 711 (TTY), or fax 971-673-1203.

## **ACCEPTABLE PROOFS OF IDENTITY**

**Any one of the following is acceptable.**

- Current, valid driver's license, permit, or ID card
- Current, valid passport or passport card with photo
- Tribal membership or ID card with photo and address
- US alien registration card with photo
- Armed services ID card with photo
- Current student body card with name and photo (high school only)
- Consulate card (Matricular Consular) with photo and address
- Citizen ID with photo
- Permanent resident card with photo
- State or Federal government ID badge with photo

**If none of the above are available, any three of the following are acceptable. One must show current address.**

- Selective Service card or military discharge paper (must be original)
- US Immigration or naturalization papers
- Concealed weapon permit with photo
- Official papers issued by court of record which include date of birth
- Official corrections department or parole papers showing date of birth and identity -Vehicle registration or title
- Personalized check or savings account passbook
- Monthly account statement (no more than 30 days old)
- Pistol or firearms permit
- State hunting or fishing license
- Recent utility or other bill with current address (no more than 30 days old)
- Recent paycheck stub or paycheck (official company type) (no more than 30 days old) -Company identification card
- Voter registration card issued by a county elections department
- Valid food stamp, welfare, or unemployment identification
- Medical or hospital identification card
- Tax statements and/or W-2 forms
- Auto insurance policy
- Union membership card

## **ORDERING FOR SOMEONE OLDER THAN 6 MONTHS OF AGE**

1. **In person through the State Vital Records Office.** Nonrefundable \$28 fee for 1 record search and \$25 for each additional copy of the same record ordered at the same time. Receive the record within 1 hour unless a record problem is discovered. Location: 800 NE Oregon Street, Suite 205, Portland, OR 97232-2187. Office hours: 9:00 a.m. to 4:00 p.m., Monday through Friday. Orders must be submitted by 3:30 p.m. to receive the same day. Ordering in person is limited to immediate family members of the person named on the record. Orders are placed at self-service kiosks. The identity of the applicant will be screened using Social Security number and date of birth. 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. Payment by credit or debit card, cash, money order, or electronic funds transfer (EFT) of a personal check is accepted.
2. **By mail through the State Vital Records Office.** Nonrefundable \$25 fee for 1 record search and \$25 for each additional copy of the same record ordered at the same time. Payment by money order or check. Order forms are available online from the Oregon Health Authority website and also from the Deschutes County Vital Records office (541-322-7498) over the counter, by e-mail, or regular mail. Allow 3 to 5 weeks for processing and delivery. **Rush mail is available** if you send a state order form by any overnight delivery service, pay with a money order, and may include prepaid, preaddressed return envelope. Shipped within 3-5 work days unless a record problem is discovered.
3. **Online through www.vitalchek.com.** Nonrefundable \$43.25 fee for 1 record search and \$25 for each additional copy of the same record ordered at the same time. Payment by credit or debit card only. Shipped within 3 work days unless a record problem is discovered. UPS Next Day Air or Express Mail available for additional fee.
4. **By telephone through VitalChek 1-888-896-4988.** Nonrefundable \$44.95 fee for 1 record search and \$25 for each additional copy of the same record ordered at the same time. Payment by credit or debit card only. Shipped within 3 business days unless a record problem is discovered. UPS Next Day Air or Express Mail available for additional fee.

## **ELIGIBILITY TO ORDER**

- \*Parent
- \*Parent or 2nd parent, if listed on the record
- \*Step-parent, if married to a parent listed on the record and child is under age 18
- \*Registered domestic partner
- \*Maternal grandparent
- \*Paternal grandparent (if son is listed on the record)
- \*Sibling age 18 or older
- \*Child of registrant, age 18 or older
- \*Legal representative - with documentation of who they represent and reason for order
- \*Government agencies - with documentation and reason for order
- \*Legal guardian - with legal guardianship paperwork
- \*Non-eligible person with a notarized permission note from an eligible person