

Environmental Health Services

Vital Records Order Form – Death Certificate

Death Certificates: 1st copy is **\$25.00** additional copies **\$25.00** each. ie: 2 copies will cost **\$50.00** or 3 copies will cost **\$75.00**. **How many of the following would you like to order?**

___ **Short/fact of death** (used for property transfer, termination of accounts, landlords and other Legal need unrelated to cause of death).

___ **Long with cause of death** (used for insurance and other benefit claims related to cause of death)

Make checks or money orders payable to:

Vital Records

847 NE 19TH Avenue, Suite 350

Portland, Oregon 97232

Complete the following:

Name of Deceased: _____

Date of Death: _____

Place of Death: _____

Your Relationship to Deceased: _____

Reason for requesting record: _____

Name of Person requesting record: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Daytime Phone Number: (_____) _____ Email: _____

Required Signature: _____

A copy of requestor's current personal photo ID is required in order to fill your request. Photo ID can be DMV, Passport, Military ID etc.

Attention: In accordance with law – ORS 432.120, access to death records is restricted for 50 years to family members, legal representatives, government agencies, persons licensed or registered under ORS 703.430 and persons with a personal or property right. Legal guardians must enclose a copy of the legal document. If you are not eligible, enclose a written permission note with a notarized signature of an eligible person. Under Oregon law, knowingly providing false information on an order form to obtain a document you are not eligible to receive, fraudulently using a document for identification purposes, or providing such a document to another is a Class C felony ORS 432.900

If you should have any questions, please do not hesitate to contact our office at (503) 988-3745

* After six months from the date of birth, all requests must be sent to the Vital Records Unit of the Oregon State Health Division. **P.O Box 14050, Portland OR 97293-0050 Phone: (971) 673-1190**