

HOW DO I ORDER A BIRTH, DEATH, MARRIAGE OR DIVORCE CERTIFICATE?

You may request a record by:

- * **Sending a request by mail:** please include complete [record information](#), return address and day time telephone number. Send your order to Oregon Vital Records, PO Box 14050, Portland, OR 97293-0050. Please allow up to three weeks for processing and delivery. One copy is \$15 and every additional copy of the same record ordered at the same time is \$12. To expedite processing and delivery of a record, please see [Rush Ordering](#).
- * **Sending a fax request:** You may send a fax directly to: (503) 234-8417. Please include complete [record information](#), your return address, credit card number, expiration date, and daytime telephone number. The fee is \$25.50 for the first record. This fee includes a \$10.50 quick service fee for fax ordering and next day order processing. Orders are mailed the next working day by regular mail unless record problems are discovered. For information on expedited delivery options, please see [Rush Ordering](#).
- * **Ordering on the Internet:** You may order directly on Vital Chek's web page at www.VitalChek.com. You may enter information directly, or create a fax order form to send to (503) 234-8417. In either case, the order must include complete [record information](#) and be billed to a credit card. The fee for one copy is \$25.50 and includes a \$10.50 quick processing fee. Orders are mailed the next working day by regular mail unless record problems are discovered. For information on expedited delivery options, see [Rush Ordering](#).
- * **Ordering by telephone:** (503) 731-4108, call Monday -Friday between the hours of 8:00 a.m. to 4:30 p.m., Pacific Standard Time. The fee is \$25.50 for the first record and must be billed to a credit card. This fee includes a \$10.50 quick service fee for telephone ordering and next day order processing. Records are mailed the next working day by regular mail unless record problems are discovered. For information on expedited delivery options, see [Rush Ordering](#).
- * **Coming in person** to the Vital Records office in Portland, at 800 NE Oregon Street, Room 205, Monday through Friday between 8:00 a.m. and 4:30 p.m. Identification such as a current driver's license or I.D. card will be required for all record orders. Please be sure that the person who comes in is eligible to order the record. One copy is \$15 and every additional copy of the same record, ordered at the same time is \$12.

Rush Ordering

- * **Mail Orders:** To speed processing, send your request by any overnight delivery service to Oregon Vital Records, 800 NE Oregon Street, Suite 205,

Portland OR 97232. Orders received by priority mail or overnight delivery are usually sent out by regular mail the next working day assuming no record problems are discovered. If you need the order to be returned by overnight delivery, please enclose a pre-addressed, prepaid overnight delivery envelope. If your request is for a birth certificate, *you must include a photocopy of your driver's license or official ID to have the record delivered by an overnight delivery company or mailed to a c/o address.*

* **Fax, Internet and Telephone Orders:** The \$25.50 credit card fee for one record covers rush processing and delivery by regular mail the next working day unless a record problem is discovered. Overnight delivery by Federal Express, UPS or U.S. Postal Services is optional for an additional fee that will vary by vendor, delivery time and date, and place. Fees for delivery outside the continental U.S. are higher. Delivery of a record using an overnight delivery service takes from three to five days. For example, an order placed Thursday could be processed and sent by Federal Express (\$17.50 fee) on Friday for delivery on Monday for weekday delivery in the continental U.S. If you have questions regarding delivery times or costs, please call and talk to a Vital Records staff person at 503-731-4108. If your request is for a birth certificate, the person ordering must fax in a photocopy of a driver's license or official ID to have it delivered by an overnight delivery company or mailed to a c/o address.

SEND THE FOLLOWING BIRTH RECORD INFORMATION:

- * Full name on birth record
- * Date of birth
- * Place of birth - city and/or county
- * Father's full name
- * Mother's full maiden name
- * Your name, address and telephone number
- * Your relationship to the person named on the record
- * Copies of legal documents, if needed, to prove legal guardianship, authority from power of attorney. If you are not an immediate family member, send a permission note with a notarized signature of an immediate family member.
- * Copy of a valid driver's license or official I.D. for the person ordering if the birth record must be mailed to a c/o address or if the record will be delivered by an overnight delivery service.