



# Linn County Birth Certificate Order Form

If your infant was born in Linn County within the past six months, Linn County Health Services can provide a certified copy of the birth certificate. If more than six months have passed since birth, the certificate must be issued by the state vital records office. Visit [www.healthoregon.org/chs](http://www.healthoregon.org/chs) for information about how to order.

Quantity: \_\_\_\_\_ \$25.00 per certified copy. Please note \$25 fee is non-refundable once a search for the record is completed, OAR 333-011-0340(1)

## Registrant (Person on the certificate)

Infant's full name: \_\_\_\_\_  
First Middle Last

Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_

Mother/ Parent A's legal name at birth/prior to first marriage(maiden):

\_\_\_\_\_  
First Middle Last

Father/Parent B's legal name at birth/prior to first marriage (maiden):

\_\_\_\_\_  
First Middle Last

## Applicant (Person requesting the record)

Providing false information is a felony under OR 432.993

Full name: \_\_\_\_\_

Relationship to registrant: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note valid ID or legal representative document and representative's ID is required to fulfill request. Request will not be processed without documentation. Please see page two for additional information.

## Request Details

Purpose for request: \_\_\_\_\_

Delivery method:  Mail  Pick up in person

As required by Oregon law (ORS 432.380) birth certificates can only be provided to immediate family members who are 18 or older, grandparents, legal guardians, legal representatives, or government agencies acting in the conduct of their official duties. For all others, access to birth records is restricted for 100 years. If you are not listed as a parent on the birth record, enclose evidence of your relationship to the child. If you are not eligible, enclose a written permission note with a notarized signature of an eligible person.

## Office Use Only

Issuance Date: \_\_\_\_\_ Payment Method: \_\_\_\_\_ Receipt #: \_\_\_\_\_

ID verified:  Yes  No Staff initials: \_\_\_\_\_ Notes: \_\_\_\_\_

Order #: \_\_\_\_\_ Intaglio #: \_\_\_\_\_

## **Alternative identification**

If you do not have a valid government issued ID, you may use a combination of three (3) alternative forms of acceptable identification, see examples below. If you are mailing your order, make photocopies of the documents and include with order form. Please note all documents must include applicant's name and at least one must include current address.

- Utility bills (i.e. telephone, gas, electric, water, garbage) or other bill must be less than 30 days old;
- Insurance statement, medical statement or pay stub;
- Vehicle Registration, title, or insurance information;
- Work ID, food stamp letter (SNAP), or other benefit care or unemployment letter;
- Valid and unexpired permit for firearms, fishing, hunting, or other license;
- Court or parole documents.

## **Mail-in instructions**

- Enclose payment, either check or money order. Order Payable to Linn County. Do not send cash by mail.
- Include photocopy of required ID(s)
- Include proof of eligibility if not listed as parent on the record.
- Mail to:

*Linn County Health Services*

*Attn: Vital Records*

*PO BOX 100*

*Albany, OR 97321*

## **Office information**

For in-office orders, we are located on the second floor at Linn County Environmental Health at 315 4<sup>th</sup> Avenue SW Albany, OR 97321.

Office hours: Monday through Friday 8:30 am-12 pm and 1pm-5pm.

If you have any questions, please feel free to contact us at 541-967-3888 or by email at [phinbox@linncountyhealth.org](mailto:phinbox@linncountyhealth.org).