Linn County Death Certificate Order Form

If the death occurred in Linn County within the past six months, Linn County Health Services can provide a certified copy of the death certificate. If more than six months have passed since death, the certificate must be issued by the state vital records office. Visit www.healthoregon.org/chs for information about how to order.

$25.00 per certified copy. Please note, $25 per order is non-refundable once a search for the record is completed (OAR 33-011-0340(1))

_____ Long form – with cause of death (used for insurance and other benefit related claims related to cause of death)
Quantity

_____ Short form – fact of death (used for property transfer, termination of accounts, and other legal needs unrelated to cause of death)
Quantity

Decedent (Person on the certificate)

Full name of deceased: _____
First Middle Last

Date of death:_____ Place of death: _____ Linn, Oregon
MM/DD/YYYY City County

Applicant (Person requesting the record)

Providing false information is a felony under OR 432.993

Death certificates are not public records in the state of Oregon. Proof of eligibility must be established. Based on your relationship to the decedent, additional documentation may be required. Visit https://www.oregon.gov/oha/ph/birthdeathcertificates/pages/eligibility.aspx for more information.

Full name: _____

Relationship to decedent: _____

Phone:_____ Email:_____

Address:_____

Mailing Address: _____

Signature:_____ Date: _____

Please note valid ID is required to fulfill all requests. Please see page two if you do not have a valid government issued ID for alternative identification.

Request Details

Purpose for request: _____

Delivery method: ☐ Mail ☐ Pick up in 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 documents.
- 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 4th 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.