

## Birth Certificate Order Form

Clackamas County Vital Records • Phone (503) 655-8406

Date: \_\_\_/\_\_\_/\_\_\_

**Due to the current COVID-19 crisis birth certificate order form requests must be received by one of the following options: e-mail: [vitalrecords@clackamas.us](mailto:vitalrecords@clackamas.us), fax: (503) 742-5936, or US postal mail.**

### Important information

**Clackamas County can only issue birth records up to six months after the date of birth and only for births that occurred in Clackamas County.**

After six months, submit your order to the Oregon Health Authority. Please see page two for details.

Your order must include whether by mail or in person:

1. A photocopy of valid driver's license or official ID for the applicant ordering the birth record. See page two for a list of alternative acceptable documents.
2. Completed birth certificate order form.
3. Form of payment. Check or Money Order if mailed. In person, we also accept cash, Visa, MasterCard American Express and Discover.

### Child information

Name of child \_\_\_\_\_  
FIRST MIDDLE LAST  
 Date of Birth \_\_\_/\_\_\_/\_\_\_ Hospital/Facility of Birth \_\_\_\_\_

### Parent information

Mother's full **LEGAL** name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Mother's full **MAIDEN** name \_\_\_\_\_  
 Father's full legal name \_\_\_\_\_ Date of Birth \_\_\_\_\_

### Applicant information

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_  
 Street Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 Email address \_\_\_\_\_ Daytime phone \_\_\_\_\_

### Fee

Certified copies are \$25 each  
 Number of Birth Certificates ( \_\_\_ ) x \$25 = \$ \_\_\_\_\_  
 Certified Mail (optional) \$7 \$ \_\_\_\_\_  
 TOTAL FEE \$ \_\_\_\_\_

### Payment information

Make checks/money orders payable to: *CCPHD / Vital Records*  
 2051 Kaen Road, Suite 367  
 Oregon City, OR 97045

**Please do not mail cash.**

Our office hours are Monday – Thursday, 7:00am – 6:00pm. **Our office is closed on Fridays.**

**If you have any questions please call the Clackamas County Vital Records office at 503-655-8406**

### Eligible applicants

Access to birth records is restricted for 100 years following the date of birth. During the first 100 years the following persons may order: the registrant (person named on the record) aged 15 or older, the registrant’s husband or wife or domestic partner who is registered by the state, child, parent, step-parent until child is age 18, brother or sister, grandparent, grandchild, legal guardian, legal representative, an authorized representative, or a government agency acting in the conduct of its official duties.

For reference, see [ORS 432.380 \(2\)\(c\)\(B\)\(ii\)](#).

**WARNING: Providing false information is a felony according to ORS 432.933.**

### Alternative identification

If you don’t have a valid driver’s license, ID card or passport, send photocopies of three (3) different documents that include both your name and current address. Suggested documents are listed below. If you are mailing your order, make photocopies of the documents and include them with your order form.

**Expired documents are not acceptable. Documents must be dated within the last 30 days and must have your current mailing address.**

#### Acceptable documents:

- Selective Service card or military discharge paper (must be original)
- US Immigration or naturalization papers
- Utility bill (for example, telephone, gas, electric, water, garbage removal) or other bill
- Insurance statement, medical statement or paycheck stub
- Court or parole documents showing the date of birth and identity
- Valid work ID, union membership card, unemployment statement, food stamp or other benefit cards (copy both sides)
- Permit for firearms, fishing, hunting or other license
- Vehicle registration, title or insurance statement

If there are differences between information provided and information on the record, or questions about the validity of any document, staff are authorized to request additional information or documents.

For more information on acceptable documents, go to [www.healthoregon.org/chs](http://www.healthoregon.org/chs), click on “Information Needed to Order,” and scroll down to “Acceptable Proofs of Identity”.

**To order a Birth Certificate after six months from the date of birth please contact the Oregon Health Authority**

In person	Online	Contact information
Oregon Health Authority 800 NE Oregon St. Suite 205 Portland, OR 97232 Monday-Friday 9am to 4pm	<a href="http://www.vitalchek.com">www.vitalchek.com</a>	Email: <a href="mailto:health.webmaster@state.or.us">health.webmaster@state.or.us</a> Phone: 971-673-1190 Fax: 971-673-1203 TTY- 711