

Birth Certificate Order Form

Clackamas County Vital Records • Phone (503) 742-5300

Date: ___/___/___

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, you will have to request your order from 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 and MasterCard.

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 Information

Certified copies are \$25 each

Number of Birth Certificates (___) x \$25 = \$ _____

Certified Mail (optional) \$7 \$ _____

TOTAL FEE \$ _____

Payment and Address Information

Make checks/money orders payable to:

*CCPHD / Vital Records
2051 Kaen Rd, Suite 367
Oregon City, OR 97045*

Please do not mail cash.

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

If you have any questions please call the Clackamas County Vital Records office at **503-742-5300**.
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; this must match the address where the records will be mailed.

Documents include:

- 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, click on “Information Needed to Order,” and scroll down to “Acceptable Proofs of Identity.”

Records may also be released to a legal representative of a family member or sent directly to a government agency.

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

In Person	On Line	Contact Information
Oregon Health Authority 800 NE Oregon St. Suite 205 Portland, OR 97232 Monday-Friday 9am to 4pm	www.vitalchek.com	Email: health.webmaster@state.or.us Phone: 971-673-1190 Fax: 971-673-1203 TTY- 711