

Birth Certificate Order Form

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

Date: ___/___/___

Important Information

Clackamas County can only issue birth records up to 6 months after the date of birth and only for births that occurred in Clackamas county. At 6 months and after you will have to contact the Oregon Health Authority (OHA) to order a birth certificate. See page 2 for details.

Child Information

Name of child _____
FIRST MIDDLE LAST
 Date of Birth _____ Facility of Birth _____ City 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 _____ Daytime phone _____

Fee Information

Certified copies are \$25 each.

| | |
|---|----------|
| Number of Birth Certificates (_____) x \$25 | \$ _____ |
| Certified Mail (optional) \$7 | \$ _____ |
| Total Fee | \$ _____ |

Please Note: There is a \$5 replacement fee per copy. See page 2 for details.

Payment and Address Information

Mailing/Physical address: CCPHD / Vital Records - 2051 Kaen Rd, Suite 367, Oregon City, OR 97045
 Hours: Monday – Thursday, 7:00am – 6:00pm. Closed on Fridays.

Do not mail cash. Make checks/money orders payable to: CCPHD / Vital Records

Your order must include, whether by mail or in person: a completed birth certificate order form, a form of payment, and a copy of your current photo ID. See page 2 for other valid IDs.

Additional Information

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

ORS 432.121 Access to birth records is restricted for 100 years to registrant, immediate family members, legal representatives, government agencies and persons licensed or registered under ORS 703.430 and persons with a personal or property right. Legal guardians must enclose a copy of the legal guardianship. If you are not eligible, enclose a written permission note with a notarized signature of an eligible person.

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 unacceptable.

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:

- Utility bill (for example, telephone, gas, electric, water, garbage removal) or other bill
- Insurance statement, medical statement or paycheck stub
- Court or parole documents
- Valid work ID, 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

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.

Ordering Birth Certificates from the Oregon Health Authority

| In person | By phone | Online |
|---|---------------------------|--|
| Oregon Health Authority 800 NE Oregon St, Room 205 Portland, OR 97232 971-673-0372 | Vitalchek: 1-888-896-4988 | www.vitalchek.com |