

## Death Record Order Form

Clackamas County Vital Records • Questions? Call (503) 655-8406

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

### Important Information

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

### Deceased Information

Name of Deceased \_\_\_\_\_  
FIRST MIDDLE LAST  
Spouse of Deceased \_\_\_\_\_  
Date of Death \_\_\_\_\_ Location of Death \_\_\_\_\_

### Applicant Information

Name \_\_\_\_\_ Relationship to deceased \_\_\_\_\_  
Street Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
Reason for ordering:  Legal/Estate  Insurance/Benefits  Other \_\_\_\_\_

### Fee Information

Certified copies are \$25 each. Please indicate quantity below.

\_\_\_\_\_ **Long** includes cause of death (used for insurance and other benefit claims related to cause of death)  
\_\_\_\_\_ **Short/Fact of death** does not include cause of death (used for property transfer, termination of accounts, landlords, and other legal needs unrelated to cause of death)

Signature of person ordering: \_\_\_\_\_

**Must be signed by the person ordering or certificates will not be sent.**

### 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 death 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 death records is restricted for 50 years to family members, legal representatives, government agencies, 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](http://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 Death 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	<a href="http://www.vitalchek.com">www.vitalchek.com</a>