

Death Record Order Form

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

Date: ___/___/___

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

Important information

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

After six months, you will have to submit your order to the Oregon Health Authority (OHA). 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 death record. See page two for a list of alternative acceptable documents.
2. Completed death record order form.
3. Form of payment. Check or Money Order if mailed. In person, we also accept cash, Visa, MasterCard, American Express and Discover

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 record _____

Fee

Certified copies are \$25 each

_____ **Long:** Includes cause of death (Used for insurance and other benefit claims related to cause of death).

_____ **Short:** Does not include cause of death (Used for transfer of property, termination of accounts, property owners, and other legal needs unrelated to cause of death).

Signature of Eligible person ordering record: _____

Unsigned applications will not be processed.

Payment information

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

Office Hours: Monday – Thursday 7:00am - 6:00pm. **Our office is closed on Fridays.**

Please Do Not Mail Cash

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

Eligible Applicants

In accordance with law – ORS 432.380, access to death records is restricted for 50 years after the date of the event. During the first 50 years, the following persons may order:

Long Form (does include cause of death): The decedent’s current spouse or domestic partner who is registered by the state, children 18 or older, parent, sibling, grandparent, grandchild, next of kin, legal guardian immediately before death, an authorized representative, a government agency acting in the conduct of its official duties, an employee or agent of a funeral home or person acting as a funeral service provider who is name in the record of death for up to two years following the date of death, or a person that demonstrates to the satisfaction of the state registrar that the certified copy is necessary. ‘

Short Form (does not include cause of death): The decedent’s current spouse or domestic partner who is registered by the state, child aged 18 or older, parent, sibling, grandparent, grandchild, next of kin, legal guardian immediately before death, an authorized representative, a government agency acting in the conduct of its official duties, an employee or agent of a funeral home or person acting as a funeral service practitioner who is named in the record of death for up to two years following the date of death, or a person that demonstrates to the satisfaction of the state registrar that the certified copy is necessary for a determination related to or the protection of a personal or property right of the applicant

For reference, see ORS 432.380 (2)(c)(B)(iii).

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 accepted. Documents must be dated within the last 30 days and show applicants 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.

Death Record Six Months from the date of event, 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