



Public Health
Prevent. Promote. Protect.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
VITAL RECORDS**

155 North First Avenue, MS 5, Suite 170
Hillsboro, OR 97124

Telephone: 503-846-3538

www.co.washington.or.us/HHS/birthdeathcertificates

DEATH RECORD ORDER FORM

IMPORTANT INFORMATION

You may apply to Washington County for a record up until the **last day before six months from the date of death and for deaths within WASHINGTON COUNTY**. For example, if the death occurred on January 10, you can apply for a record from Washington County until July 9 during our regular weekday business hours only. **See Ordering Information on page 2. For ordering certificates over 6 months from date of death, see Additional Information on page 2.**

DECEDENT INFORMATION

Decedent **full** LEGAL name _____
First Middle Last

Date of Death _____ Spouse of Decedent _____
Month / Day / Year

Location/Address of Death _____ City of Death _____

APPLICANT INFORMATION

Full LEGAL Name (print) _____ Signature: _____

Your relationship to Decedent: _____ Reason for needing record: _____

Street/Mailing Address _____

City _____ State _____ Zip Code _____

Daytime Phone Number _____ Email _____

FEE/ORDER INFORMATION

_____ **SHORT FORM/FACT OF DEATH** (used for property transfer, terminate accounts, legal need unrelated to cause of death)
Quantity

_____ **LONG FORM WITH CAUSE OF DEATH** (used for insurance and benefit claims related to cause of death)
Quantity

CERTIFIED DEATH RECORD FEE:
\$25 each record

CORRECTED CERTIFIED RECORD FEE:
\$ 5 each replacement

Total certified record(s) _____ x \$25 _____
Quantity

Replace corrected record _____ x \$5 _____
Quantity

TOTAL FEE ENLCOSD _____

FOR OFFICE USE ONLY

Fee Rec:	Cash/Ck/Mo/CC:	Date Rec:
Rec By:	Date Complete:	ID:
	Date Mailed/Pick up:	Exp. Date:
<input type="checkbox"/> Entered in OVERS _____ <input type="checkbox"/> Entered in Sequel/Transaction #: _____		

ORDERING INFORMATION

ORDER BY MAIL

ADDRESS: Washington County HHS-Vital Records
155 N First, Ave., MS 5, Hillsboro, OR 97124

INCLUDE: Completed order form, payment & photo copy of valid ID/documents

PAYMENT: Check or money order payable to: Vital Records
(do not send cash)

ORDER IN PERSON

ADDRESS: Washington County HHS-Vital Records
155 N First Ave., Suite 170, Hillsboro, OR 97124

BRING: Completed order form, payment & original valid ID/documents

HOURS: 8:30 a.m.-4:30p.m. Monday through Friday

PAYMENT: Credit card, cash, check or money order payable to: Vital Records

CORRECTED RECORD REPLACEMENT INFORMATION

DEATH RECORD REPLACEMENTS: Corrected death records may be replaced in our office upon return of the original record(s) up to the last day of the 5th month from date of death. After 6 months, you will have to replace the records from Oregon Health Authority (OHA) – see below for OHA contact information. **Death record replacements are \$5.00 each.**

APPLICANT IDENTIFICATION REQUIREMENT INFORMATION

In accordance with Oregon Law ORS 432.380, section 2a, in order for a person to obtain a certified copy of a vital record, it is **REQUIRED** that applicants provide valid photo identification and signature before the certificate can be released. When mailing your order, make photo copies of the front and back of your valid ID or documents and include with the order form and payment. **Expired documents are unacceptable.**

Acceptable photo identification: Current U.S. issued photo ID, current passport or current school ID

Alternative identification: Matricula Consular, Armed Services, and US Alien ID cards with one (1) more document from list below showing your name and current address dated within the last 30 days.

Alternative documents: If you don't have a valid U.S. driver's license, U.S. photo ID card, or passport, please provide **three (3)** different documents from the list below that includes **both your name and current address**. If you are mailing your order, make photocopies of the documents and include them with your order form and payment. **Alternative documents must be dated within the last 30 days and show current mailing address where the record(s) will be mailed.**

Documents such as:

- Utility bill (for example - telephone, gas, electric, water, garbage removal) or other bill;
- Insurance statement, medical statement, or paycheck stub, must have current mailing address and can be no more than 30 days old.

Other documents such as:

- Court or parole documents;
- Valid work ID, unemployment statement, food stamp or other benefit cards (copy front and back);
- Valid permit for firearms, fishing, hunting or other license;
- Vehicle registration, title or insurance statement,

may be used. However, expired documents are unacceptable. 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."

If you have no ID or alternative documents, records can be ordered by an immediate family member, legal representative of a family member or sent directly to a government agency.

ADDITIONAL INFORMATION

In accordance with law - ORS 432.380 access to death records is restricted for 50 years to immediate 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 provide a copy of the legal document. If you are not eligible, provide a written permission note with a notarized signature of an eligible person. In some cases, proof of relationship may be required if the applicant does not share the last name of the person named on the record and is not clearly an immediate family member.

If the decedent's date of death is **more than 6 months**, you will have to order the record from Oregon Health Authority (OHA).

- In person: 800 NE Oregon Street, Room 205, Portland, OR 97232
- By mail: PO Box 14050, Portland, OR 97293-0050
- Online: www.vitalchek.com
- By phone: 1-888-896-4988

WARNING: Providing false information is a felony under ORS 432.993. To screen orders, Vital Records may request more information or other documents to prove eligibility.