



DEPARTMENT OF HEALTH AND HUMAN SERVICES

VITAL RECORDS

155 North First Avenue, MS 5, Suite 160

Hillsboro, OR 97124

Telephone: 503-846-3538

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

DEATH RECORD ORDER FORM

IMPORTANT INFORMATION

Washington County is only able to issue certified death records up to the last day of the 5th month from date of death and only for deaths within WASHINGTON COUNTY. After 6 months, you will have to order from Oregon Health Authority (OHA). OHA physical address: 800 NE Oregon Street Room 205, Portland, OR 97232, OHA mailing address: PO Box 14050, Portland, OR 97232, order online at www.vitalcheck.com or order by phone 1-888-896-4988.

DECEASED INFORMATION

Decedent full LEGAL name First Middle Last

Date of Death Month / Day / Year Spouse of Decedent

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

DEATH RECORD FEE: \$20 first record \$15 each additional (ordered at same time)

First certified record x \$20

Additional certified record x \$15

TOTAL FEE ENLCOSED

ORDER BY MAIL INFORMATION

DO NOT send cash. Make check/money order payable to: Vital Records

Mail form, payment & photo copy of your valid ID\* (front & back) to:

\*Refer to back side for valid APPLICANT ID REQUIREMENTS

WASHINGTON COUNTY VITAL RECORDS 155 N First Ave., MS 5 - Hillsboro, OR 97124

FOR OFFICE USE ONLY

Table with 3 columns: Date Rec, Fee Rec, Charge \* Cash \* Ck/MO #; Rec By, Date Mailed/Complete, ID/Exp

Entered in OVERS Entered in Sequel/Transaction #:

## WALK IN/COUNTER ORDER INFORMATION

- Documents required:** Valid identification, completed death order form, payment
- Order in person at:** Washington County Health and Human Services  
Vital Records  
155 N First Avenue, Suite 160  
Hillsboro, OR 97124
- WALK-IN application hours:** 8:30 a.m. – 4:30 p.m., Monday through Friday
- WALK-IN payment accepted:** Cash, check or money order payable to **VITAL RECORDS** (NO debit or credit cards)

## 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 5<sup>th</sup> month from date of death. After 6 months, you will have to replace the records from Oregon Health Authority (OHA).

## 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 in the order form, please include photo copies of the front and back of your valid ID along with payment. Expired documents are unacceptable.

**Acceptable photo identification:** Current valid U.S. driver's license, U.S. photo ID or current passport.

**Alternative identification:** If you don't have a valid U.S. driver's license, U.S. photo ID card, or passport, please send photocopies of 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 record(s) will be mailed. Include any THREE of the following documents:**

- Utility bill (for example - telephone, gas, electric, water, garbage removal) or other bill;
- Insurance statement, medical statement or paycheck stub;
- 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.

**Note:** For more information on acceptable documents, contact our office at 503-846-3538

**If you do not have ID or other alternative documents,** records can also be released to a legal representative, immediate family member or a government agency representative.

## ADDITIONAL INFORMATION

All order requests are limited to immediate family members of the person named on the record. The applicant must show valid ID or provide alternative documents. 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.

- ORS 432.380 Access to death records is restricted for 50 years except for 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 enclose a copy of the legal document. If you are not eligible, enclose a written permission note with a notarized signature of an eligible person.

If you have any questions, please call the Washington County Vital Records office at 503-846-3538

**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.**