

Death Record Order Form

Vital Records • Phone (503) 655-8406 • Fax (503) 742-5936

Important Information Date: ___ / ___ / ___

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 go through the Oregon Health Authority (OHA). OHA address is 800 NE Oregon St, Room 205, Portland, OR 97232, OHA mailing address is PO Box 14050, Portland, OR 97232, order online at www.vitalchek.com or order by phone 1-888-896-4988.

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 \$20 for the first copy and \$15 for each additional copy of the same record on the same order. Please indicate quantity below.

_____ **Long** with 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

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

Fax form to 503-742-5936 or mail to: CCPHD / Vital Records
 2051 Kaen Rd, Suite 367
 Oregon City, OR 97045

Include a copy of your valid driver's license, ID card or passport. If you don't have a valid driver's license, ID card or passport, please see the back for a list of acceptable alternatives.

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**.

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.

Alternative 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, may be used