



ARE YOU ORDERING
A VITAL RECORD BY MAIL?

YOU MUST:

- Sign the form
- Include a photocopy of your ID

See form for details.

Thank you!

Oregon Vital Records

Marriage Record Order Form
\$20 for first record / \$15 each additional copy
of the same record ordered at the same time



_____ Number of Certified Copies Requested

DO NOT WRITE IN THIS SPACE
 Certificate # _____

1. Name of Groom _____
 (First) (Full Middle) (Full Last) (Other Surname at Birth)
2. Name of Bride _____
 (First) (Full Middle) (Full Last) (Other Surname at Birth)
3. Date of Marriage _____
4. Place License Issued _____ OREGON
5. Place Marriage Occurred _____ OREGON
6. Your Relation to the Person Named on Line 1 or Line 2 _____
 Or Reason You Need Record _____
7. Daytime Telephone Number _____ 8. Email _____
9. Name of Person Ordering _____
10. Your Address _____
11. City/State/Zip _____
12. **Required: Signature of Person Ordering:** _____
13. **ID Required: Person ordering must attach legible photocopy of current, valid ID. If you do not have current, valid ID see second page of this form for alternative ID suggestions.**

- _____ FILM
- _____ FILM (P)
- _____ COMPUTER
- _____ INDEXES
- _____ INDEX (P)
- _____ DF/CO
- _____ REFUND: \$
- _____ Excess Fee: _____ Out/State
- _____ No Record: _____ Uncompleted:
- _____ CHECK #

In accordance with law - ORS 432.121, access to marriage 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 document. If you are not eligible, enclose a notarized permission note signed by an eligible person.

Send to:
OREGON VITAL RECORDS
PO BOX 14050
PORTLAND OR 97293-0050

Make checks/money orders to:
OHA/Vital Records
Payment in U.S dollars only
PLEASE DO NOT SEND CASH

\$20 FOR THE FIRST RECORD; \$15 FOR EACH ADDITIONAL COPY OF THE SAME RECORD ORDERED AT THE SAME TIME

If the requested record cannot be found, the \$20 fee must be retained as a search fee as prescribed by Administrative Rule 333-011-0106 (2)

For current ordering information call 971-673-1190 or find Vital Records on our web page: www.healthoregon.org/chs

Warning: Providing false information is a felony under ORS 432.900

Please see second page of form for additional information about ordering.

Name _____
 Street _____
 City/State/Zip _____

FOR OFFICE USE ONLY	
File Date	Amendment Fee
_____	_____
NRL/Ref Issued	Full Issued
_____	_____
Follow Up	Computer Copy
_____	_____

Non-Sufficient Funds (NSF) check processing policy: In the event that your check is returned unpaid for insufficient or uncollected funds, we may present your check electronically. In the ordinary course of business, your check will not be provided to you with your bank statement, but a copy can be retrieved by other means. A \$25 penalty may be assessed for NSF checks per ORS 30.701 (5)

THIS IS YOUR MAILING LABEL - PRINT CLEARLY

This form can be provided upon request in alternative formats for individuals with disabilities. Other formats may include (*but are not limited to*) large print, Braille, audio recordings, Web-based communications and other electronic formats. Call 971-673-1180 (voice) or 971-673-0372 (TTY), or FAX 971-673-1203 to arrange for the alternative format that will work best for you.

Alternative identification you can send with your mail order.

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.

Documents must be dated within the last thirty days and show current mailing address where record will be mailed.

- Utility bill (such as telephone, gas, electric, water, garbage removal) or other bill;
- Insurance statement, medical statement, or paycheck stub;
- Court document or parole document;
- Work ID, unemployment statement, food stamp, or other benefit card (copy both sides);
- Valid permit for firearms, fishing, hunting, or other license;
- Vehicle registration, title, or insurance statement.

If you have no ID or other documents, a family member can order for you and send in their ID. Records can also be released to a legal representative of a family member or sent directly to a government agency.

How long does it take to receive a record requested by mail? Processing time varies between five and seven weeks depending on seasonal workload. To assure fast processing for mail orders, use a money order instead of a personal check. Payment by personal check may delay processing by three weeks if the check is on a new account, is a temporary check, does not include a printed name or address, or has a change to the printed name or address. If an amendment is being processed or the record is not on file or ID or information is missing or in error, expect an additional delay of two to four weeks.

Order in person and receive the record in 30-40 minutes. Cost: \$23.25 for one record and security fee. Fees are not refundable after orders are submitted.

State Vital Records Office: 800 NE Oregon Street, Suite 205
Portland OR 97232-2162

Office Hours: 8:00 a.m. to 4:30 p.m., Monday through Friday. Orders must be submitted by 4:00 p.m. to receive the same day.

Ordering in person is limited to family members of the person named on the record and persons with a personal or property right. Orders are placed at self-service kiosks. The Identity of the applicant will be screened using SSN and date of birth. The cost of each screening is \$3.25. Persons ordering must show valid ID or provide alternative ID documents. In some cases proof of relationship may be required if the person ordering does not share the last name of the person on the record and is not clearly a family member. Payment by credit or debit card, cash, money order, or electronic fund transfer (EFT) of a personal check accepted.

Order online: www.vitalchek.com at any time. **Cost: \$36.50** for one record shipped by regular mail.

Order by telephone through VitalChek: **1-888-896-4988**, 24 hours a day 7 days a week except for major holidays. **Cost: \$38.45** for one record shipped by regular mail. Fees are not refundable. All major credit/debit cards accepted. Orders are processed through the VitalChek Network. The fee includes an additional \$18.45 to cover vendor, security and expedite fees per order. Overnight shipping is available for an additional fee that varies depending on vendor and place of delivery. Records will be mailed/shipped within two work days of receipt unless a record problem is discovered. Shipments can be delayed for missing or incorrect information, or if records are still being registered or amended.