Birth Certificate Order Form

This form is for ordering birth certificates for babies born in Lane County less than 5 months & 28 days ago only.

To order birth certificates for babies older than 5 months & 28 days, please contact Oregon State Vital Records in Portland, OR.

Instructions:

- Walk-In: Request in-person at Lane County Vital Records for same-day service. (Credit cards accepted!)

- Mail Orders: Include copy of valid photo ID of requestor, check or money order, $25 per certificate, payable to Lane County Vital Records, and self-addressed envelope with postage. Please do not mail cash.

Quantity of certificates _____________ Date of Birth (MM / DD / YYYY) _____________ Sex: ☐ Male ☐ Female

Name of infant: (First) (Middle) (Last)

Location of birth (Hospital / facility)

Mother’s maiden name (First) (Middle) (Maiden last name)

Father’s full name (First) (Middle) (Last)

Name of person ordering (First) (Middle) (Last)

Relationship to infant:

☐ Mother ☐ Father ☐ Sibling (18 yrs. or older) ☐ Maternal Grandparent ☐ Paternal Grandparent ☐ Legal Guardian

Mailing address (required):

City State Zip

Phone number Signature Date

In accordance with Oregon law (ORS 432.120), access to birth records is restricted for 100 years to registrants, family members, legal representatives, government agencies, and persons licensed or registered under ORS 703.430. 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. Provided false information is a felony under ORS 432.900.

OFFICE USE ONLY. DO NOT WRITE BELOW THIS LINE

OR DL: __________________ Exp. Date ___ / ___ / ___ Pmt Type: Cash / CC / Check-MO# __________________

Passport or Other ID: __________________ Exp. Date ___ / ___ / ___ Today’s Date: __________________

Exchange ☐ Returned Cert #: ___________ - _______ Certificate Number(s) __________________ - ___________

Case #: ___________ Order #: ___________________________ Amount Received: $ ___________