



# PUBLIC HEALTH

VITAL RECORDS

LANE COUNTY VITAL RECORDS  
151 W 7<sup>th</sup> Ave., Room 520, Eugene OR 97401  
Phone (541) 682-4045 Fax (541) 682-9825  
Email: [vitalrecords@lanecountyor.gov](mailto:vitalrecords@lanecountyor.gov)  
Monday – Friday 9:00am-4:30pm

## DEATH CERTIFICATE ORDER FORM

Lane County issues death certificates up to 5 months and 28 days from the date of death.  
See page 2 for additional instructions on how to order a death certificate.

\_\_\_\_\_ Number of **LONG** certified records requested  
QUANTITY \$25.00 each certificate

\_\_\_\_\_ Number of **SHORT** certified records requested  
QUANTITY \$25.00 each certificate

(1) Full name of deceased \_\_\_\_\_  
First Middle Last name

(2) Date of death \_\_\_\_\_ (3) Place of death \_\_\_\_\_  
MM / DD / YYYY City Funeral Home

(4) Spouse of decedent \_\_\_\_\_  
First Middle Last name prior to first marriage

**WARNING: Providing false information is a felony under ORS 432.993**

(5) Name of person ordering \_\_\_\_\_  
First Middle Last name

(6) Relationship to decedent (*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. You will be asked to provide a birth certificate, marriage record or other document that establishes your right to receive the record.*)

Spouse/Domestic Partner     Child     Parent     Sibling     Grandparent     Authorized representative

(7) Reason for needing record \_\_\_\_\_

(8) Mailing Address \_\_\_\_\_

(9) City/State/ZIP \_\_\_\_\_ (10) Phone Number \_\_\_\_\_ (11) Email \_\_\_\_\_

(12) Required Signature \_\_\_\_\_ Date \_\_\_\_\_

(13) Person ordering  Attach legible photocopy of current, valid ID. See page 2 for alternative ID options.

FOR OFFICE USE ONLY	
ID – ATTACH COPY <input type="checkbox"/>	DATE PROCESSED
ORDER #	INTAGLIO #
PAYMENT TYPE: CASH/CHECK/MO/CC	PAYMENT TOTAL \$

## LANE COUNTY ORDERING INSTRUCTIONS

If you mail in a request to Lane County, the following are required:	If you submit a request via drop-box for Lane County, the following are required:	If you submit a request via email for Lane County, the following are required:
<ul style="list-style-type: none"> <li>• Completed Lane County order form</li> <li>• A photocopy of applicant's ID (unexpired)</li> <li>• The applicant's reason for needing record</li> <li>• The signature of the applicant for the record</li> <li>• Payment via personal check or money order addressed to Lane County Vital Records. NO CASH.</li> </ul>	<ul style="list-style-type: none"> <li>• Completed Lane County order form</li> <li>• A photocopy of applicant's ID (unexpired)</li> <li>• The applicant's reason for needing record</li> <li>• The signature of the applicant for the record</li> <li>• Payment via personal check or money order addressed to Lane County Vital Records. CASH IS ALLOWED.</li> </ul>	<ul style="list-style-type: none"> <li>• Completed Lane County order form</li> <li>• A photocopy of applicant's ID (unexpired)</li> <li>• The applicant's reason for needing record</li> <li>• The signature of the applicant for the record</li> <li>• Please call 541-682-4045 for payment via telephone.</li> </ul>

### Alternative identification you can send with your mail, drop box order or e-mail request.

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 or using the drop box, make photocopies of the documents and include them with your order form.

Documents must be dated within the last 30 days and show current mailing address where record 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 both sides);
- Permit for firearms, fishing, hunting or other license;
- Vehicle registration, title or insurance statement, may be used.

However, expired documents are unacceptable.

**HOW LONG DOES IT TAKE TO RECEIVE A RECORD ORDERED?** PROCESSING TIMES VARY, DEPENDING ON SEVERAL FACTORS; REGISTRATION OF THE RECORD OR ADDITIONAL DOCUMENTATION REQUESTED. TO ENSURE FAST PROCESSING FOR ALL ORDERS, PLEASE INCLUDE ALL REQUIRED INFORMATION SUCH AS COMPLETED ORDER FORM, PHOTO IDENTIFICATION AND PAYMENT. A CERTIFICATE CANNOT BE ISSUED UNTIL ALL REQUIRED FORMS, EVIDENCE, FEES AND SIGNATURES HAVE BEEN RECEIVED AND MEET APPLICANT ELIGIBILITY AS ESTABLISHED BY OREGON STATUTE.

**For an individual who passed away longer than 6 months ago, the death certificate will need to be requested from the State Vital Records Office in Portland, OR.**

1. Schedule an in-person appointment online or call (971)-673-1190 for additional information on how to order from the State. <https://www.oregon.gov/oha/PH/BirthDeathCertificates/GetVitalRecords/Pages/index.aspx>
2. If you mail in a request, the following are required:
  - a) The state order form
  - b) A photocopy of applicant's ID (unexpired)
  - c) The applicant's reason for needing record
  - d) The signature of the applicant for the record
  - e) Payment via personal check or money order addressed to: OHA/Vital Records

Mailing Address: Oregon Vital Records PO Box 14050 Portland, OR 97293

3. If you would like to drop off your order, the same mail requirements apply and should be sealed in an envelope. Location of the Drop Box: Oregon Vital Records 800 NE Oregon Street, Portland OR 97232 (located at the entrance by the west door (located in the parking lot).
4. Order online: [www.vitalchek.com](http://www.vitalchek.com) at any time. Additional fees apply.
5. Order by telephone through VitalChek: 1-888-896-4988, 24 hours per day, and 7 days per week, except for major holidays. Additional fees apply. Fees are not refundable. All major credit/debit cards accepted. Orders are processed through the VitalChek Network. Additional fees apply per order to cover vendor, security and expedite fees. Overnight shipping available for an additional fee that varies depending on the vendor and place of delivery. Records will be mailed/shipped within three working 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.