



**BIRTH CERTIFICATE ORDER FORM**  
**Lane County issues birth certificates up to 5 months and 28 days from date of birth.**  
See page 2 for additional instructions on how to order a birth certificate.

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

(1) Child's name on record \_\_\_\_\_  
First Middle Last name

(2) Date of birth \_\_\_\_\_ (3) Sex \_\_\_\_\_ (4) Place of birth \_\_\_\_\_  
MM / DD / YYYY Hospital / Facility City of Birth

(5) Mother/Parent A's legal name at birth/prior to first marriage \_\_\_\_\_  
First Middle Last name at Mother/Parent A's birth

(6) Father/Parent B's legal name at birth/prior to first marriage \_\_\_\_\_  
First Middle Last name at Father/Parent B's birth

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

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

(8) Relationship to Child Mother/Parent A Father/Parent B Grandparent Sibling (age 18 or older)

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

(10) Mailing Address City/State \_\_\_\_\_

(11) ZIP \_\_\_\_\_ (12) Phone Number \_\_\_\_\_ (13) Email \_\_\_\_\_

(14) Required Signature \_\_\_\_\_ Date \_\_\_\_\_

(15) 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

<p><b>If you mail in a request to Lane County, the following are required:</b></p> <ul style="list-style-type: none"> <li>• Completed Lane County order form.</li> <li>• A photocopy of applicant's ID (unexpired)</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>	<p><b>If you submit a request via drop-box for Lane County, the following are required:</b></p> <ul style="list-style-type: none"> <li>• Completed Lane County order form.</li> <li>• A photocopy of applicant's ID (unexpired)</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>	<p><b>If you submit a request via email for Lane County, the following are required:</b></p> <ul style="list-style-type: none"> <li>• Completed Lane County order form.</li> <li>• A photocopy of applicant's ID (unexpired)</li> <li>• The signature of the applicant for the record</li> <li>• Email to <a href="mailto:Vitalrecords@lanecountyor.gov">Vitalrecords@lanecountyor.gov</a></li> <li>• Deputy Registrar will call you to collect payment over the phone.</li> </ul>
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**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 W ISSUED UNTIL ALL REQUIRED FORMS, EVIDENCE, FEES AND SIGNATURES HAVE BEEN RECEIVED AND MEET APPLICANT ELIGIBILITY AS ESTABLISHED BY OREGON STATUTE.

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 daysold.

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.**

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