



Death Record Order Form

Benton County Health Services | Vital Records

Benton County Health Services can provide certified death records. The death must have happened in Benton County within the last six months. Complete the information below, please print clearly.

Requests will not be processed without full payment and valid identification (see back for options)

Select type and number of certified record(s): \$25 cost per record
 Long Form (with cause of death): _____ Short Form (without cause of death): _____
(Quantity) (Quantity)

Full name of deceased _____
(First) (Full Middle) (Full Last)

Date of death _____ Place of death _____ Benton OREGON
(MM/DD/YYYY) (City) (County)

Spouse of decedent _____
(First) (Full Middle) (Full Last)

Name of person ordering: _____

Relationship to person named on record:
 Current Spouse or Registered Domestic Partner Child Parent Sibling
 Grandchild Grandparent Estate Executor Funeral Home Title Company
 Legal Representative Government Agency Other: _____

Reason for needing record: _____

Daytime telephone number: _____ Email: _____

Your address: _____

City/State/Zip: _____

Mailing Address, if different: _____

IMPORTANT: Requests will not be processed without the correct documentation attached

Check to indicate attachments:

- Legible photocopy of current, valid identification (REQUIRED)
 Select type: Driver's License State-issued ID Passport Alternative ID (See back for options)
- Payment totaling \$25 per record requested (REQUIRED)
 Select type: Check Money Order Cash/Credit/Debit (paid in person)
- Legible photocopy of legal representative documentation, if needed

Signature of person ordering: _____

Death records are restricted for 50 years after the date of death. ORS 432.380 describes who is eligible to receive a death certificate. If you are not eligible, you can enclose a written permission note with a notarized signature from someone who is eligible. See bit.ly/OR-Eligibility for more details about eligibility and for a template for a notarized permission form.

Providing false information is a felony under ORS 432.993

There are two different types of death certificates:

Long Form (with cause of death)	Short Form (without cause of death)
This type of certificate includes the date, place, and county of death, as well as personal information about the deceased, like address, birth date, and names of parents/spouse (if applicable). <i>It will also show medical information listing the cause and time of death.</i>	This type of certificate includes the same information as the long form EXCEPT <i>no time of death, cause of death or medical information.</i>

NOTE: Different organizations may prefer, or even require, different types of certificate, depending on their uses. Check with any company or organization that needs a death certificate to confirm which type they may need.

Use of this form is restricted to **Benton County Deaths** and only for **6 Months** from the date of death.

Order By Mail	Order in Person
<p>Send completed form, payment and attachments to:</p> <p>Benton County Health Services Vital Records P.O. Box 579 Corvallis, OR 97339</p> <p>Make checks/money orders (US Dollars only) payable to Benton Health Services / Vital Records Please do not mail cash.</p> <p>Processing times for mail orders vary between one and two weeks, depending on seasonal workload.</p>	<p>Bring completed form, ID and payment to:</p> <p>Benton County Health Department, Vital Records Office 530 NW 27th Street, Corvallis, OR 97330</p> <p>Office Hours: Mon-Tue: 8 a.m. – 4:45 p.m. Wed: 10 a.m. – 4:45 p.m. Thu-Fri: 8 a.m. – 4:45 p.m. <i>Closed daily from 12 p.m. – 1 p.m.</i></p> <p>Payment in person is due at the time of service by cash, money order, check, or VISA/MasterCard (debit or credit).</p> <p>Processing times for in-person orders is 15 – 20 minutes.</p>

NOTE: Ordering in person is limited to eligible applicants. The person 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 an immediate family member.

If you don't have a valid driver's license, ID card or passport, you can give us three (3) different documents that include both your name and current address. If you mail your order, make legible photocopies of the documents and include them with your order form and payment. Documents must be dated within the last thirty days and show the mailing address where the record will be mailed.

Suggested documents include:

- 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 don't have ID or other documents, records can also be released to a legal representative, family member or a government agency representative.

Death Records older than 6 months or from another county can be requested from the State of Oregon:

State of Oregon – Online Orders	State of Oregon – Phone Orders
www.vitalchek.com See website for fees and shipping options.	(971) 673-1190 (Portland) Follow recorded ordering instructions.

NOTE: Orders placed directly with the state are not viewable or trackable by our local office. Please refer to your original ordering method to check for any status updates.