

Congratulations on Your New Arrival!!

Benton County Birth Record Order Form



A Birth Certificate is one of your most important documents. Benton County Health Services can provide you with a certified copy of your baby's Birth Certificate. The baby must have been born in Benton County within the last six months. Complete the information below, please print clearly. **Request will not be processed without valid photo identification or alternative identification options (see back).**

_____ Number of certified records requested. \$25 first record / \$25 each additional copy of the same record ordered at the same time.
Quantity

1. Full name on record _____
(First) (Full Middle) (Full Last)

2. Date of Birth _____ 3. Sex: _____ 4. Place of Birth: _____ OREGON
(MM/DD/YYYY) (M or F) (City) (County)

5. Mother's full maiden name: _____
(First) (Full Middle) (Full Maiden)

6. Father's full name: _____
(First) (Full Middle) (Full Last)

7. Your relationship to person named on record: _____

8. Reason for needing record: _____

9. Name of person ordering: _____

10. Daytime telephone number: _____ 11. Email: _____

12. Your address: _____

13. City/State/Zip: _____

14. Signature of person ordering: _____

15. Important for Person Ordering: Attach legible photocopy of current, valid ID or legal representative document. **Request will not be processed without this documentation.** See back of form for alternative ID options.

Send to:
Benton County Health Services
Vital Records
P.O. Box 579
Corvallis OR 97339

Make checks/money orders payable to:
Benton Health Services / Vital Records
Please Do Not Send Cash
Checks / Money Orders in US Dollars

In accordance with law ORS 432.121, only the person named on the record, immediate family members, legal representatives, government agencies, and persons licensed or registered under ORS 703.430 are eligible to access birth records. For all others, access to birth records is restricted to 100 years. 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. Providing false information is a felony under ORS 432.900.

Enter your mailing address: print clearly

Name		
Street		
City	State	Zip

See back of form for ordering options and processing times

Use of this form is restricted to **Benton County Births** and only for the time period of **Birth to 6 months**

For Birth Records for persons older than 6 months use Oregon Birth Record Order Form.

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 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 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 an immediate family member can order for you. The mother's parents or the father's parents (if the father is listed on the birth record), adult siblings of the baby may order and attach their ID. Records can also be released to a legal representative of an immediate family member or a government agency representative.

How long does it take to receive a record ordered by mail? Processing times vary between one and two weeks depending on seasonal workload changes. To assure fast processing for mail orders, be certain to include check or money order and legible photocopies of required ID.

Order in person and receive the record within 15 – 20 minutes:

Benton County Health Department, Vital Records Office, 530 NW 27th Street, Corvallis, OR 97330

Office Hours: 8:00 a.m. to 4:45 p.m. Monday, Tuesday, Thursday, and Friday
10:00 a.m. to 4:45 p.m. Wednesday

Ordering in person is limited to immediate family members of the person named on the birth record. Person ordering must show valid ID or provide alternative 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. Payment in person is at time of service by cash, money order, check, or VISA/MasterCard (debit or credit).

Order online: www.vitalchek.com See website for fees and shipping options.

Order by Telephone: 971-673-1190 (Portland) Follow record ordering instructions.

