



Birth Record Order Form

Benton County Health Services | Vital Records

A Birth Certificate is one of your most important documents. Benton County Health Services can provide certified copies of a Birth Certificate. The baby must have been born 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)

Number of records requested _____ \$25 cost per record

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

Date of Birth _____ Sex _____ Place of Birth Benton OREGON
(MM/DD/YYYY) (M or F) (City) (County)

Full Name of Mother/Parent A: _____
(First) (Full Middle) (Last Name at Birth)

Full Name of Father/Parent B: _____
(First) (Full Middle) (Last Name at Birth)

Name of person ordering: _____

Relationship to person named on record:

- ☐ Parent ☐ Grandparent ☐ Sibling ☐ Legal Guardian ☐ Legal Representative
☐ Government Agency ☐ Authorized Representative ☐ 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: _____

Birth records are restricted for 100 years after the date of birth. ORS 432.380 describes who is eligible to receive a birth 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

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

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

NOTE: Ordering in person is limited to immediate family members of the person named on the birth record. 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, an immediate family member can order for you. This could include:

- Either parent of Mother/Parent A
- Either parent of Father/Parent B (if Parent B is listed on the birth record)
- An adult sibling (Records are released only to people over the age of 18)

Records can also be released to a legal representative of an immediate family member or a government agency representative.

Birth Records for anyone older than 6 months or born in 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.