

For Office Use Only			
Intaglio # Beginning:		Intaglio # Ending:	
Date Received:		Date Processed:	
(I.D. Type & Number) Identification Verified		I.D. Expiration:	
Cash		Amount:	
Check	Total Number of Copies Issued:		
Credit Card	OVERS No.	Excel Spreadsheet () Done	

VITAL RECORDS ORDER FORM
DOUGLAS COUNTY CLERK'S OFFICE
 1036 SE Douglas Ave. Room 124 (PO Box 10)
 Roseburg, OR 97470

OFFICE HOURS: Mon. thru Fri. 8:00 am to 4:30 pm – Orders must be placed by 4:00 pm.
 Telephone: (541) 440-3513 Fax: (541) 677-5820

Birth Certificates are available from the Douglas County Clerk's Office for Infants from birth to the business day before the Infant turns six months.

Once the Infant turns six month the Birth Certificate MUST be ordered from Oregon State Vital Records in Portland Oregon.

Birth Certificate: \$25.00 each.

Person ordering must show valid I.D. or provide alternative documentation. In some cases proof of relationship may be required if the person ordering does not share the last name of the child on the record and is not clearly an immediate family member.

NUMBER OF CERTIFIED COPIES – Suitable for any purpose

Payment: by cash, money order or check.

Quantity

1. **Child's Name on Record:** _____
 (First) (Middle) (Last)
2. **Date of Birth:** _____
 (Month) (Day) (Year)
3. **Place of Birth:** _____ **DOUGLAS** **OREGON**
 (Place: Hospital Name or other street address) (City) (County) (State)
4. **Mother's Full Name:** _____
 (First) (Middle) **(Maiden)**
5. **Father's Full Name:** _____
 (First) (Middle) (Last)
6. **Mailing Address and Printed Name of Person Ordering record:** _____
 Mailing Address

(Mailing Address, Street or PO Box) (City) (State) (Zip Code) (Phone Number)
7. **Signature and Relationship to Line 1:** _____
8. Reason for ordering Birth Certificate: _____
9. Person Ordering: Provide current, Valid I.D. or legal representative document. See back of order form for alternative I.D. options and mailing instructions

WARNING: Providing false information is a felony under ORS 432.993

In accordance with law — ORS 432.380, only the person named on the record, immediate family members, legal representatives and government agencies are eligible to access birth records. For all others, access to birth records is restricted for 100 years. Legal guardians must enclose a copy of the legal document and representative's ID. If you are not eligible, enclose a written permission note with a notarized signature of an eligible person.

Alternative identification you can send with your mail order.

If you do not 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 photocopies of the documents and include them with your order form.

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 bills;
- Insurance statement, medical statement, or paycheck stub;
- Court document or parole document;
- Work I.D., unemployment statement. Food stamp or other benefit card (copy both sides);
- Valid permit for firearms, fishing, hunting or other license;
- Vehicle registration, title.

If you have no I.D. or other documents, records can also be released to legal representative, family members (depends on relationship to the Infant) or a government agency representative with appropriate I.D.

MAILING INSTRUCTIONS

Make legible photocopies of the I.D./documents and include them with your Payment and order form.

Birth Certificate: \$25.00 each.

<p><u>Send Order To:</u> Douglas County Clerk Attn: Vital Records PO Box 10. Roseburg, OR 97470</p>	<p><u>Make checks/money order payable to:</u> Douglas County Clerk Checks / Money Order in U.S. Dollars <u>PLEASE DO NOT SEND CASH</u></p>
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