



**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 \$25.00  
QUANTITY

(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 <u>via drop-box</u> 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 <u>via email</u> 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.