Birth Certificate Order Form

WALK-IN or MAIL TO:

Lane County Vital Records
151 W. 7th Ave., Rm. 520
Eugene, OR 97401

Monday – Friday 9:00 a.m. - 4:30 p.m. Phone (541) 682-4045 Fax (541) 682-9825

This form is for birth certificates for infants less than 5 months & 28 days of age only.

After 5 months & 28 days we can no longer issue certificates. You will need to order your child's birth certificate from: Oregon State Vital Records located in Portland, Oregon.

DO NOT MAIL CASH - CHECKS & MONEY ORDERS PAYABLE TO: LANE COUNTY VITAL RECORDS
SEND A SELF-ADDRESSED ENVELOPE WITH MAIL ORDERS

*** Person ordering: Must attach legible photocopy of current, valid ID or legal representative document.**

_____ **Number of certified records requested.**
QUANTITY **$25.00 first record / $20.00 each additional of the same record ordered at the same time.**

(1) Name of Infant: _____
First **Middle** **Last**

(2) Date of Birth: _____ **(3) SEX:** ☐ Male ☐ Female **(4) Place of Birth:** _____
MM / DD / YYYY **Hospital / Facility**

(5) Mother's Full Maiden Name: _____
First **Middle** **Maiden Last Name**

(6) Father's Full Name: _____
First **Middle** **Last**

(7) Your Relationship to Infant:

☐ Mother ☐ Father ☐ Sibling (18yrs. or older) ☐ Maternal Grandparent ☐ Paternal Grandparent ☐ Legal Guardian

(8) *Name of Person Ordering: _____

(9) Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

(10) Signature: _____ **(11) Phone Number:** _____

In Accordance with law – ORS 432.120, access to birth records is restricted for 100 years to registrant, family members, legal representatives, government agencies and persons licensed or registered under ORS 703.430. 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.

OFFICE USE ONLY. DO NOT WRITE BELOW THIS LINE

OR DL: _____ **Exp. Date:** _____ **Pmt Type: Cash / CC / Check-MO#** _____

Passport or Other ID: _____ **Today's Date:** _____

Exchange ☐ **Returned Cert #s:** _____ **Certificate Number(s):**_____

Case # :_____ **Order #:** _____**Amount Received: $** _____