



## CORRECTED RECORD REPLACEMENT INFORMATION

**BIRTH RECORD REPLACEMENTS:** Corrected birth records may be replaced in our office upon return of the original record(s) up to the last day of the 5<sup>th</sup> month from date of birth. Records for 6 months of age and after are replaced by the Oregon Health Authority (OHA). **First certified record replacement is free, additional record replacements are \$5.00 each.**

## APPLICANT IDENTIFICATION REQUIREMENT INFORMATION

In accordance with Oregon Law ORS 432.380, section 2a, in order for a person to obtain a certified copy of a vital record, it is **REQUIRED** that applicants provide valid photo identification and signature before the certificate can be released. If you are mailing your order, make photocopies of the front and back of your valid ID or documents and include with the order form and payment. **Expired documents are unacceptable.**

### Acceptable photo identification:

Current U.S. issued photo ID , current passport or current school ID

### Alternative identification:

- If you have a Matrícula Consular card, please send a photocopy along with one (1) more document showing your name and current address. *Please note the document must be dated within the last 30 days.*
- If you don't have a valid U.S. driver's license, U.S. photo ID card, or passport, please send photocopies of three (3) different documents from the list below that includes both your name and current address.

If you are mailing your order, make photocopies of the documents and include them with your order form and payment.

**Alternative documents must be dated within the last 30 days and show current mailing address where record(s) will be mailed.**

**Include any THREE of the following documents:**

- Utility bill (for example - telephone, gas, electric, water, garbage removal) or other bill;
- Medical insurance statement, medical statement or paycheck stub;
- Valid work ID, unemployment statement, food stamp or other benefit cards (copy front and back);
- Valid permit for firearms, fishing, hunting or other license;
- Vehicle registration, title or insurance statement.

**If you do not have an ID or other alternative documents**, an immediate family member can provide valid ID and order the record for you. Records may also be released to a legal representative of an immediate family member or sent directly to a government agency.

For more information on acceptable documents, go to [www.healthoregon.org/chs](http://www.healthoregon.org/chs), click on "Information Needed to Order", and scroll down to "Acceptable Proofs of Identity" or call our office at 503-846-3538.

## ADDITIONAL INFORMATION

In accordance with law—ORS 432.380, only the person names 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.

If the baby is **6 months or older**, you will have to order a birth record from Oregon Health Authority (OHA).

In person: 800 NE Oregon Street, Room 205, Portland, OR 97232-2187

By mail: PO Box 14050, Portland, OR 97293-0050,

Online: [www.vitalchek.com](http://www.vitalchek.com)

By phone: 1-888-896-4988

**WARNING: Providing false information is a felony under ORS 432.993. To screen orders, Vital Records may request more information or other documents to prove eligibility.**