

OREGON ADMINISTRATIVE RULES
OREGON HEALTH AUTHORITY, PUBLIC HEALTH DIVISION
CHAPTER 333

DIVISION 11

VITAL STATISTICS

333-011-0205

County Vital Records Services

(1) A county registrar may only sell certified copies of records with authorization by the state registrar. A county registrar may apply to the state registrar for authorization to sell certified copies of death records or certified copies of birth records and death records. The application shall specify the county need and interests that the sale of certified copies would serve, types of records to be issued, and hours of service available. The state registrar shall review the application and authorize the county registrar to sell certified copies if such action is supported by local needs and resources.

(2) If approved for birth records, the county registrar may issue certified copies of registered birth records from the state vital records system for a period not to exceed six months from the date of birth.

(3) If approved for death records, the county registrar may accept after review paper death records for deaths occurring in the county prior to registration at the state office. The county registrar shall forward death records that have been filed at the county to the state registrar within three business days of the date filed by the county registrar.

(a) County registrars may issue certified copies of a death record from the original record while the original record is in the possession of the county. County registrars may maintain a copy of the completed death record for a period up to 14 calendar days from the date the record is forwarded to the state and within that time period may issue from that copy until the record is registered in the state vital records system.

(b) After the death record is registered in the state vital records system, whether originally a paper record or an electronic record, the county registrar may issue only from the state vital records system for a period not to exceed six months from the date of death.

(4) County registrars shall collect fees in the amounts authorized under OAR 333-011-0340 for services provided at a county vital records office.

Stat. Auth: ORS 432.035

Stats. Implemented: ORS 432.035

333-011-0340

Fees

(1) The fee for any search of the files and vital statistics records is \$25.

(a) The \$25 search fee includes the issuance of one certified copy if the record is located and matched to the request. If no matching record is found, a statement to this effect will be issued in lieu of a record.

(b) The \$25 fee covers the cost of a five year search for death, fetal death, marriage, divorce, domestic partnership and dissolution of domestic partnership records. If more than a five year search is requested, an additional fee of \$1 per year shall be charged.

- (2) The fee for the first certified copy of a death, fetal death, marriage, divorce, domestic partnership, or dissolution of domestic partnership vital statistics record is \$25. Additional certified copies of the same record ordered at the same time is \$20 for each certified copy through December 31, 2017. Effective January 1, 2018, additional certified copies of the same record ordered at the same time shall be \$25 for each certified copy.
- (3) The fee for a certified copy of a birth vital statistics record is:
- (a) \$25 when a computerized version of the record is issued. Additional certified copies of the same record ordered at the same time shall be \$20 for each certified copy through December 31, 2017. Effective January 1, 2018, additional certified copies of the same record ordered at the same time shall be \$25 for each certified copy.
- (b) \$30 for each certified copy when an image of the original record is requested by the applicant.
- (4) The fee for a certified copy of a recorded court order registering an unrecorded birth under ORS 432.118 is \$25.
- (5) The fee for a Commemorative Certificate of Stillbirth is \$25.
- (6) A fee of \$35 shall be paid to the state registrar for the preparation of a new or updated record of live birth for amendment, correction, adding the father's name to the birth record or filing of adoption orders and delayed and court registered birth records. This fee does not include a certified copy of the amended record.
- (a) The \$35 fee may be waived to correct an error or omission by a reporting source if a birth record is corrected within the first year from the date of the event.
- (b) The \$35 fee may be waived at any future time to correct an error on a record of live birth by a reporting source for date of birth, time of birth or sex of registrant.
- (c) An additional service to expedite an amendment within three business days may be available for an additional fee of \$30 if the request is matched to a registered record and all required documentation under ORS 432.223, ORS 432.245, OAR 333-011-0260 through 0275, or OAR 333-011-0300 has been received and approved. This fee does not include a certified copy of the amended record and is in addition to the amendment fee.
- (7) A fee of \$35 shall be paid to the state registrar for the preparation of an amended death record, if amendments are filed more than one year after the date of death. However, no fee shall be paid for amendments to the cause of death filed by the physician or medical examiner that signed the report of death. This fee does not include a certified copy of the amended record.
- (8) A fee of \$5 for each certified copy shall be paid for the replacement of certified copies of a death record when the original documents are returned within a year of issuance with an acceptable correction document and appropriate amendment fee. This fee may be waived when the replacement of certified copies is required solely due to an amendment or correction by the medical certifier on the record or a Medical Examiner.
- (9) A fee of \$5 for each certified copy shall be paid for the replacement of certified copies of a birth record when the original documents are returned within a year of issuance and an acceptable correction document and appropriate amendment fee has been received. The \$5 fee may be waived for the replacement of one certified copy of the record of live birth when an amendment is made.
- (10) A fee of \$7 shall be paid to expedite the search and filling of an order for a certified copy when the order is placed by telephone or the Internet, billed to a credit card and processed within three working days upon receipt of the order. This fee is in addition to the fee charged by a

subcontractor providing computer, prepayment, billing and collection services for orders processed using the subcontractor's services.

(11) A fee of \$45 shall be paid for heirloom birth certificates under ORS 432.445.

(12) A fee of \$30 shall be paid for a certified copy of a person's original record of live birth prior to adoption under ORS 432.228(1).

(13) A fee of \$25 shall be paid when submitting a Contact Preference Form to match with an adopted person's record of live birth.

(14) Persons requesting special services or specific data sets shall be charged actual time and material costs of producing the data.

(15) The fee for copies of vital statistics records issued for research approved by the state registrar under ORS 432.350 is \$25 for each record. Records for research purposes are issued as uncertified copies.

(16) A fee of \$24 shall be paid for making certified copies of documents from sealed files, special files and affidavits and supplemental reports authorized by statute or rule.

(17) A fee of \$4 per page shall be charged for uncertified copies of documents from sealed files, special files and affidavits or supplemental reports authorized by statute or rule.

(18) A fee of \$10 shall be paid for each manual verification of a vital event for each government agency or subdivision of a government agency requesting over 5 verifications per month.

(19) A fee not to exceed \$4 shall be paid for each electronic verification of a vital event. This fee is in addition to the fee charged by a subcontractor providing computer system, billing and collection services for verifications processed using the subcontractor's services.

(20) Overpayment of a required fee received in the office of the state registrar shall be refunded if in excess of \$6 and any overpayment less than \$6 shall be refunded upon written request of the applicant within one year.

Stat. Auth.: ORS 432.015, 432.350, 432.435 & 432.148

Stats. Implemented: ORS 432.435 & 432.148