



ARE YOU ORDERING
A VITAL RECORD BY MAIL?

No record will be provided unless you:

Sign the form

AND

Include a photocopy of your ID

See form for details.

Thank you!

Oregon Vital Records

**Preadoption Birth Record
ORDER FORM**

QUANTITY _____ Number of Certified Copies Requested
\$30 each certificate

1. Full name on record: _____
(first) (middle) (last)

2. Date of birth: _____ 3. Sex: _____ 4. Place of birth: _____ **OREGON**
(mm/dd/yyyy) (M or F) (city) (county)

5. Adoptive Mother/Parent A's full legal birth name (Maiden name):

(first) (middle) (last name at mother's birth/maiden name)

6. Adoptive Father/Parent B's full name:

(first) (middle) (last name at mother's birth/maiden name)

7. Your relationship to person named in line 1: _____

8. Reason for needing record: _____

9. Daytime telephone number: _____ 10. Email: _____

11. Name of person ordering: _____

12. Your address: _____

13. City/State/ZIP: _____

14. **ID Required: Person ordering must attach legible photocopy of current, valid ID. If you do not have current, valid ID see second page of this form for alternative ID suggestions. Legal representatives should provide a notarized permission note from the person named on the record and the representative's ID.**

15. Required signature of person ordering: _____

In accordance with law — ORS 432.228 only a registrant age 21 or over may order a pre-adoption birth record. Under ORS 432.250, all other persons may order only with a court order from an Oregon Court. If you are not the registrant, enclose a written permission note with a notarized signature of the registrant along with your ID.

**Send to:
OREGON VITAL RECORDS
PO BOX 14050
PORTLAND OR 97293-0050**

**Make checks/money orders payable to:
OHA/Vital Records
PLEASE DO NOT SEND CASH
Checks/money orders in U. S. Dollars**

OFFICE USE ONLY

DO NOT WRITE IN THIS SPACE

Certificate number: _____

	1	2
Film		
Film (P)		
Computer		
Indexes		
Index (P)		
DF/CO		

Refund: \$ _____

Excess fee Out/state

No record Uncompleted

Check #: _____

File date: _____ Amendment fee: _____

NRL/ref. issued: _____ Full issued: _____

Follow-up: _____ Computer copy: _____

WARNING: Providing false information is a felony under ORS 432.993.

\$30 FOR THE FIRST RECORD; \$30 FOR EACH ADDITIONAL COPY OF THE SAME RECORD ORDERED AT THE SAME TIME. The \$30 fee is non-refundable once the search for the record has been completed. Administrative Rule OAR 333-011-0340(1).

Processing time for pre-adoption birth record orders is six to eight weeks.

This form available in alternative formats. See back for details.

Non-Sufficient Funds (NSF) check processing policy: In the event that your check is returned unpaid for insufficient or uncollected funds, we may present your check electronically. In the ordinary course of business, your check will not be provided to you with your bank statement, but a copy can be retrieved by other means. A penalty, not to exceed \$35, may be assessed for NSF checks per ORS 30.701(5).

See second page of form for ordering options and processing times. Information is also available on our Web page at: www.healthoregon.org/chs or by calling 971-673-1190.

**ENTER YOUR MAILING ADDRESS
THIS SECTION WILL BE DETACHED AND USED AS A MAILING LABEL**

Name		
Street		
City	State	ZIP

This document can be provided upon request in an alternate format for individuals with disabilities or in a language other than English for people with limited English skills. To request this publication in another format or language, contact 971-673-1190 (voice) or 711 (TTY), or fax 971-673-1203.

Alternative identification you can send with your mail order.

If you don't 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 30 days and show current mailing address where record will be mailed.

Documents such as:

- Utility bill (for example, telephone, gas, electric, water, garbage removal) or other bill;
- Insurance statement, medical statement or paycheck stub,

must have current mailing address and can be no more than 30 days old.

Other documents such as:

- Court or parole documents;
- Valid work ID, unemployment statement, food stamp or other benefit cards (copy both sides);
- Permit for firearms, fishing, hunting or other license;
- Vehicle registration, title or insurance statement,

may be used. However, expired documents are unacceptable. For more information on acceptable documents, go to www.healthoregon.org/chs, click on "Information Needed to Order," and scroll down to "Acceptable Proofs of Identity."

If you are the adoptee and you have no ID or other documents in your legal name after adoption, you will need to request your current legal birth record and obtain ID before placing an order for your pre-adoption birth record. An immediate family member can help you order your current legal birth record. Immediate family members include a child's mother and the mother's parents, a child's father and the father's parents (if father is listed on the birth record), and the adult children of the person named on the birth record. The current legal birth record may also be requested by a legal representative of an immediate family member or a government agency representative.

By law, only the Adoptee age 21 and over may request a pre-adoption birth record. Other family members must obtain a court order from an Oregon court to open the adoption sealed file for the documents in it to be released.

How long does it take to receive a pre-adoption birth record? Processing times vary between six to eight weeks for pre-adoption birth record orders. Processing time includes ordering files stored off-site, and sometimes ordering more than one file to locate the first birth record filed.

We recommend that orders for pre-adoption birth records be placed by mail. There is no option to order a pre-adoption birth record on the web or by telephone.

Order in person: Cost is \$33.25 for one record and security fee.

Fees are not refundable after orders are submitted.

State Vital Records Office: 800 NE Oregon Street, Suite 205
Portland OR 97232-2187

Office Hours: 9:00 a.m. to 4:00 p.m., Monday through Friday. Last orders by 3:30 p.m.