



Health and Human Services Department  
 Environmental Health  
 36 S.W. Nye Street (Mailing)  
 255 Oregon Coast Hwy, Suite 203A  
 Newport, Oregon 97365

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Public Health  
 Prevent. Promote. Protect.

Lincoln County

# BIRTH CERTIFICATE INSTRUCTIONS

For infants under 6 months

Please complete this form and mail along with a copy of your **current picture identification showing signature** and the appropriate fee to Lincoln County Health and Human Services ATTN: Vital Statistics, 36 S.W. Nye Street, Newport, OR 97365. You may also hand deliver your order to 255 SW Coast Hwy, 2<sup>nd</sup> Floor, Suite 203A, Newport, OR and most likely receive your birth certificate that day if the birth certificate has been registered by the state and the office assistant for Vital Statistics is available. *See back of form for alternative ID options.*

The fee for certified copies is \$25.00 each. (For example: 2 copies cost \$50, 3 copies cost \$75, and 4 copies cost \$100). You can expect to receive your certified copies within 5 business days.

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# of Certified Copies Ordered \_\_\_\_\_ Fee enclosed \$ \_\_\_\_\_ Date \_\_\_\_\_

1. Name on Record \_\_\_\_\_  
(First) (Full Middle) (Last)

2. Date of Birth \_\_\_\_\_ and Place of Birth \_\_\_\_\_

3. Mother's Full Maiden Name \_\_\_\_\_  
(First) (Middle) (Maiden)

4. Mother's Current Legal Name \_\_\_\_\_

5. Mother's Date of Birth \_\_\_\_\_ and Place of Birth: \_\_\_\_\_

6. Father's Name \_\_\_\_\_  
(First) (Middle) (Last)

7. Father's Date of Birth \_\_\_\_\_ and Place of Birth: \_\_\_\_\_

8. Reason for Request: \_\_\_\_\_

9. Name of Person Ordering Record \_\_\_\_\_

10. Signature of Person Ordering Record \_\_\_\_\_

11. Your Relationship to Line 1 \_\_\_\_\_

12. Phone Number where you can be Reached \_\_\_\_\_

13. Mailing Address where you would like certified copies sent:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# Alternative ID Options

Ordering in person is limited to immediate family members (mother, father if listed on birth certificate, mother's parents or father's parents (if father listed on birth certificate) of the person named on the birth record. Person ordering must show valid ID or provide alternative documents.

In some cases proof of relationship may be required if the person ordering does not share the last name of the person on the record and is not clearly an immediate family member. Records can also be released to a legal representative of an immediate family member or a government agency representative.

## **Alternative identification.**

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.

**Documents must be dated within the last thirty days and show current mailing address where record will be mailed.**

- Utility bill (such as telephone, gas, electric, water, garbage removal) or other bill;
- Insurance statement, medical statement or paycheck stub;
- Court document or parole document;
- Work ID, unemployment statement, food stamp or other benefit card (copy both sides);
- Valid permit for firearms, fishing, hunting or other license;
- Vehicle registration, title or insurance statement.