



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



Public Health
 Prevent. Promote. Protect.

Lincoln County

Telephone: (541) 265-4127
 Fax: (541) 574-6252
 TTY: 711

DEATH CERTIFICATE INSTRUCTIONS

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, 2nd Floor, Suite 203A, Newport, Oregon and most likely receive your order that day if the death 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 for the first copy and \$20.00 for each additional copy. (For example: 2 copies cost \$45, 3 copies cost \$65, and 4 copies cost \$85). You can expect to receive your certified copies within 5 business days.

of Certified Copies Ordered _____ Long Form (Cause of Death included) _____ Short Form
 Fee enclosed \$ _____ Date _____

1. Name of deceased _____
2. Spouse of decedent _____
3. Date of death _____
4. Place of death _____
5. Name of Person Ordering Record _____
6. Signature of Person Ordering Record _____
7. Your Relationship to Line 1 _____
8. Phone number where you can be reached _____
9. Mailing address where you would like certified copies sent:

Alternative ID Options

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; 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.