

# ORDER FORM

## CERTIFIED COPY OF BIRTH

TO ORDER: BIRTH MUST HAVE OCCURRED IN POLK COUNTY AND BE WITHIN SIX MONTHS OF THE OCCURENCE.

NOTE: After six months, orders must be processed through the state vital records. Please call 1-888-896-4988 or access the state website at:  
public.health.oregon.gov/BirthDeathCertificates/GetVitalRecords

COSTS: \$20.00 First Copy  
\$15.00 Each Additional Copy

ORDER/QTY: \_\_\_\_\_

MAIL TO: Polk County Public Health  
182 SW Academy Street, Suite 302  
Dallas, OR 97338

PHONE: 503-623-8175

**WHEN ORDERING BY MAIL, PLEASE ENCLOSE CHECK OR MONEY ORDER AND A COPY OF YOUR PHOTO IDENTIFICATION.**

\* NAME OF CHILD:

\_\_\_\_\_  
FIRST MIDDLE LAST

\* DATE OF BIRTH:

\_\_\_\_\_  
MONTH DAY YEAR

\* PLACE OF BIRTH:

\_\_\_\_\_

\* RELATION TO CHILD: \_\_\_\_\_

\* PERSON ORDERING CERTIFICATE

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* MAILING ADDRESS:

\_\_\_\_\_  
Street address City State Zip

\* PHONE NUMBER: \_\_\_\_\_ ID/DRIVERS LICENSE #: \_\_\_\_\_

\* PAYMENT SOURCE: \_\_\_\_\_

Return by mail with payment and copy of photo ID to:  
Vital Records  
182 SW Academy Street, Suite 302,  
Dallas, OR 97338