



Certified Copy of Death Record ORDER FORM

TO ORDER: Request must be within (6) six months of death and have occurred in Marion County.
(NOTE: After six months, orders must be processed through State Vital Records. Please call 971-673-1190 for assistance.)

COST: \$25.00 for first record and each additional copy of the same record ordered at the same time.
(The \$25 fee is non-refundable once a search for the record is completed, OAR 333-011-0340(1))

Quantity: _____ Certified, long form with cause of death

Quantity: _____ Certified, fact of death (used for property transfers, termination of accounts, landlords, and other legal needs unrelated to cause of death)

MAIL TO:
MARION COUNTY VITAL STATISTICS
3160 Center St NE
SALEM OR 97301

- WHEN ORDERING BY MAIL, PLEASE ENCLOSE CHECK OR MONEY ORDER (DO NOT SEND CASH BY MAIL) AND COPY OF YOUR PROPER PHOTO IDENTIFICATION.
- ID MUST NOT BE EXPIRED AND ADDRESS MUST BE CURRENT.
- IF YOU DON'T HAVE ID PLEASE SEE THE BACK OF THIS FORM FOR OTHER PROOF OF IDENTITY.
- WRITE CHECK OR MONEY ORDER TO: MARION COUNTY VITAL STATISTICS.
- TYPES OF PAYMENT ACCEPTED: CASH, CHECK, MONEY ORDER, VISA, MASTER CARD OR DISCOVER.
- NON-SUFFICIENT FUNDS (NSF) FEE, A \$35.00 PENALTY MAY BE ASSESSED FOR RETURNED CHECKS PER ORS 30.701(5)

NAME OF DECEASED: _____
FIRST MIDDLE LAST NAME

DATE OF DEATH: _____ **PLACE OF DEATH:** _____, Oregon
MM/DD/YYYY City, County

SPOUSE OF DECEDENT: _____
FIRST MIDDLE LAST NAME PRIOR TO FIRST MARRIAGE

YOUR RELATIONSHIP TO DECEDENT: _____

REASON FOR NEEDING RECORD: _____

DAYTIME PHONE NUMBER: _____ **EMAIL:** _____

NAME OF PERSON ORDERING: _____
(WARNING: Providing false information is a felony under ORS 432.993.)

ADDRESS: _____
CITY STATE ZIP

Person ordering: Attach eligible photocopy of current, valid ID or legal representative document and representative's ID

Required signature of person ordering: _____ Date: _____

In accordance with law – ORS 432.380, access to death records is restricted for 50 years to immediate family members, legal representatives, government agencies and persons with a personal or property right. Legal guardians must enclose a copy of the legal document and ID. If you are not eligible, enclose a written permission note with a notarized signature of the eligible person.

IF YOU HAVE ANY QUESTIONS PLEASE CALL: (503) 588-5406

Alternative identification you can send with your mail order.

If you don't have a valid driver's license, state issued identification card, or passport, send photocopies of (3) different documents that include both your name and current address. Documents must be dated within the last 30 days.

EXAMPLES:

- 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 letter or other benefit card (copy both sides);
- Valid permit for firearms, fishing, hunting or other license;
- Vehicle registration, title or insurance statement.

If you don't have valid ID or other documents, an immediate family member can order for you. Mother, father of decedent (if listed on the death record), maternal grandparents or paternal grandparents (if father is listed on the record) may order and attach their ID. Records can also be released to a legal representative of an immediate family member or a government agency representative.

Orders may be processed in person:

Marion County Vital Statistics
3160 Center St NE
Salem OR 97301

Office Hours: 8:30 A.M. to 4:45 PM., Monday – Friday