



LINN COUNTY HEALTH SERVICES

Certified Copy of Death Record
ORDER FORM

TO ORDER: Request must be within (6) six months of death and have occurred in Linn County.

COST: \$25.00 per Certificate Price effective 1/1/2018

QUANTITY: _____ Number of **LONG** with cause of death (used for insurance and other benefit claims related to cause of death.)

QUANTITY: _____ Number of **SHORT** fact of death (used for property transfer, termination of accounts, landlord, and other legal needs unrelated to cause of death.)

NAME OF DECEDENT: _____
FIRST MIDDLE LAST

DATE OF DEATH: _____ **CITY OF DEATH:** _____
MONTH / DAY / YEAR

REASON FOR REQUEST: _____

PERSON ORDERING CERTIFICATE (Providing false information is a felony under ORS 432.993.)

PRINT NAME: _____

MAILING ADDRESS: _____
Street Address City State Zip Code

PHONE NUMBER: _____

RELATIONSHIP TO DECEDENT: _____

SIGNATURE: _____ **DATE:** _____

Please see reverse side for more information on mailing and acceptable forms of ID

FOR OFFICE USE ONLY: _____

Order Number: _____ Intaglio Paper Numbers: _____

Payment Method: _____ Reference #: _____

Call to Pick Up Mail Certificate Counter Issuance

MAIL TO:

LINN COUNTY HEALTH SERVICES

ATTN: Vital Statistics

PO BOX 100

ALBANY, OR 97321

WHEN ORDERING BY MAIL:

- PLEASE ENCLOSE CHECK OR MONEY ORDER (DO NOT SEND CASH BY MAIL)
- CHECK OR MONEY ORDER IS PAYABLE TO: **LINN COUNTY**
- BE SURE TO INCLUDE A **COPY OF YOUR ACCEPTABLE PHOTO IDENTIFICATION**

***ACCEPTABLE IDENTIFICATION:**

If you do not have a valid driver's license, state issued identification card, consular ID or passport, you may use a combination of (3)three alternative forms of acceptable identification, see example below. If ordering by mail, copies of both front and back are required.

EXAMPLES:

- Vehicle Registration, title or insurance information;
- Valid permit for firearms, fishing, hunting or other license;
- Court or parole document;
- Work ID, food stamp letter (SNAP), or other benefit card, unemployment letter;
- Utility bill (gas, phone, water, garbage, electric) or other utility bill.

Orders may be processed in person at:

Linn County Public Health

315 4th Avenue SW

Albany, OR 97321

Office Hours: 8:30 A.M. to 12:00 P.M. and 1:00 P.M. to 5:00 P.M., Monday – Friday (541) 967-3888.