

BIRTH CERTIFICATE ORDER FORM

Dear Parents:

Congratulations on the birth of your baby! A certified copy of your child’s birth certificate is available to you through the Josephine County Public Health Department up to the first six (6) months after the birth of your child.

To order a certified copy of your baby’s birth certificate you will need to send this form and what is listed below to the health department or come in person.

1. Complete this form and mail or bring it to Josephine County Public Health Department
2. Enclose or bring a check or money order. We take credit cards or cash at the Health Department.
3. Copy of your current picture ID.
4. You may obtain the birth certificate in person at the Health Department Monday through Thursday 8:00 am to 12:00 noon and 12:30 pm to 4:30 pm.

If you have any questions, please call Josephine County Public Health at 474-5329.

Name of Child	(First)	(Middle)	(Last)
Date of Birth	(Month/Day/year)		
Place of Birth	(City)	(County)	
Mother’s Full Name	(First)	(Middle)	(Maiden Last Name)
Father’s Name	(First)	(Middle)	(Last)
Person Requesting Record			
Relationship to Child			
Daytime Phone Number			
Mailing Address			

FEE: _____ 1 Certified Copy \$25.00
 _____ 2 Certified Copies \$45.00 (\$25.00 for 1st Copy + \$20.00 for 2nd copy)
 _____ 3 Certified Copies \$65.00 (\$25.00 for 1st, + \$20.00 ea for 2nd & 3rd copy)

In accordance with law – ORS 432.120, in addition to having one’s own record, a birth record can be furnished to the parents, guardian or respective legal representative. If you do not fall into one of the above categories, we will need written permission with a notarized signature from one of the above eligible persons. The written consent must accompany this form. Legal guardians must enclose copy of legal document.

**MAIL TO: Josephine County Public Health Dept
 715 NW Dimmick
 Grants Pass OR 97526**