

Death Records are available at the county level for 6 months after the date of death.

Benton County Death Record Order Form



_____ Certified, long form with cause of death
Quantity

_____ Certified, fact of death
Quantity

\$25 first record / \$25 each additional copy of the same record ordered at the same time. Complete the information below, please print clearly.

1. Name of deceased: _____
(First) (Full Middle) (Full Last)
2. Date of Death _____ 3. Place of Death: _____ **OREGON**
(MM/DD/YYYY) (City) (County)
4. Spouse of decedent: _____
(First) (Full Middle) (Full Maiden)
5. Your relationship to person on request: _____
6. Reason for needing record: _____
7. Daytime telephone number: _____ 8. Email: (optional) _____
9. Name of person ordering: _____
10. Your address: _____
11. City/State/Zip: _____
12. Signature of person ordering: _____
13. **Person ordering: Attach legible photocopy of current, valid ID or legal representative document. See back of form for alternative ID options.**

Send to:

Benton County Health Services
Vital Records
P.O. Box 579
Corvallis OR 97339

Make checks/money orders payable to:

Benton Health Services / Vital Records
Please Do Not Send Cash
Checks / Money Orders in US Dollars

In accordance with law – ORS 432.121, access to death records is restricted for 50 years except for family members, legal representatives, government agencies, persons licensed or registered under ORS 703.430 and persons with a personal or property right. Legal guardians must enclose a copy of the legal document. If you are not eligible, enclose a written permission note with a notarized signature of an eligible person.

Enter your mailing address: print clearly

Name		
Street		
City	State	Zip

See back of form for ordering options and processing times

Death Certificates May Be Ordered for **Benton County Deaths Only** and Only for 6 Months from Date of Death

For Death Records older than 6 months use Oregon Death Record Order Form.

Alternative identification you can send with your mail order. 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. If you are mailing your order, make legible photocopies of the documents and include them with your order form and payment.

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.

If you have no ID or other documents records can also be released to a legal representative, family member, or a government agency representative.

How long does it take to receive a record ordered by mail? Processing times vary between one and two weeks depending on seasonal workload changes. To assure fast processing for mail orders, be certain to include check or money order and legible photocopies of required ID.

Order in person and receive the record within 15 – 20 minutes:

Benton County Health Department, Vital Records Office, 530 NW 27th Street, Corvallis, OR 97330

Office Hours: 8:00 a.m. to 4:45 p.m. Monday, Tuesday, Thursday, and Friday
10:00 a.m. to 4:45 p.m. Wednesday

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. Payment in person is at time of service by cash, money order, check, or VISA/MasterCard (debit or credit).

Order online: www.vitalchek.com See website for fees and shipping options.

Order by Telephone: 971-673-1190 (Portland) Follow record ordering instructions.

