



**VITAL RECORDS DEPARTMENT**  
 Madeline Bell, Deputy County Registrar  
 140 S. Holly St  
 Medford, Oregon 97501  
 541-774-8000



**BIRTH CERTIFICATE ORDER FORM**

TO ALL PARENTS:

Congratulations on the birth of your baby! An official certified copy of your child's birth certificate is available through the Jackson County Health and Human Services Department up to the day before the **FIRST SIX MONTHS** following your baby's birth. The birth record given to you by the hospital is not an official birth certificate. You will not automatically receive a birth certificate from the State Vital Records Division. A certified copy of your child's birth certificate is required to apply for a Social Security card, if you do not receive one in the mail, to enter school, for traveling out of the country, and many other events in their life.

Please complete the information below and mail to the mailing address given above, along with a check or money order for **\$25.00** for the first copy and **\$25.00** for any extra ordered on the same order. **Make checks payable to Jackson County Health.** We will also accept **VISA or MasterCard**. You may also come to our office to purchase the birth certificate. If you have any questions, please call Madeline Bell, Deputy County Registrar, at 541-774-8000 Fax 541-774-8157.

1. NAME ON RECORD:	First	Middle	Last
2. DATE OF BIRTH:	Month:	Day:	Year:
3. PLACE OF BIRTH:	City:	County: JACKSON	State: OREGON
4. MOTHER'S FULL MAIDEN NAME:	First	Middle	Last Name Before 1 <sup>st</sup> Marriage
5. FATHER'S NAME:			
6. NAME OF THE PERSON ORDERING THE RECORD:			
7. YOUR RELATIONSHIP TO THE CHILD:			
8. SIGNATURE OF THE PERSON ORDERING THE RECORD:			
9. DAYTIME PHONE NUMBER			
10. MAILING ADDRESS: Street / P O Box #			
	City	State	Zip

In accordance with law - ORS 432.121, only the person names on the record, immediate family members, legal representatives, government agencies and persons licensed or registered under ORS 703-430 are eligible to access birth records. For all others, access to birth records is restricted for 100 years. 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.

Date Received \_\_\_\_\_ Check # \_\_\_\_\_ Amt \$ \_\_\_\_\_

Visa/MC# \_\_\_\_\_ Exp. Date \_\_\_\_\_ How Many? \_\_\_\_\_

Signature: \_\_\_\_\_ CVV \_\_\_\_\_ Cash \$ \_\_\_\_\_