



HOUSING SENIORS | CREATING HOPE | PILOTING CHANGE

Get a Birth Certificate

Your birth certificate is an important document to prove your legal identity and age. You will need a copy of your birth certificate to apply for retirement or disability income, to obtain your photo identification card, and to apply for certain types of housing.

INFORMATION NEEDED TO FILL OUT THE APPLICATION

The following information is required to complete the birth certificate application:

- Full name on birth record - first, middle, and last
- Date of birth
- Place of birth - city and/or county
- Father's full name - first, middle, and last
- Mother's full maiden name - first, middle, and last
- Your reason for ordering the record
- Your name, mailing address, and daytime telephone number (or email)
- Your signature on the application, if ordering by mail
- Photocopy of a valid driver's license or official ID for the applicant ordering the birth record.

If you do not have an ID, you can contact the Vital Records office in your birth state for a list of alternative acceptable documents.

IF YOU WERE BORN IN OREGON

If you were born in Oregon, you can get copy of your birth certificate by making an in person appointment with Oregon Vital Records office at 800 NE Oregon Street, Portland, OR 97232 . The cost is \$28 for the first certified copy and \$25 for each additional copy. You can pay with cash, credit, debit or money order. Personal check or money order should be made payable to **OHA/Vital Records**. It may take up to an hour to get your birth certificate. The telephone number is (971) 673-1190. The website is <https://www.oregon.gov/oha/ph/birthdeathcertificates/pages/orderbirthcertificate.aspx>

You can also order online at <http://www.vitalchek.com/>. The cost is \$47.50 for the first record. You can pay with debit or credit cards. You will need to complete an identity screening quiz using your Social Security Number and date of birth to request your record online. It can take up to three business days to receive your birth certificate.

*For updates or changes to this information please contact Northwest Pilot Project at
(503) 227-5605 or housing@nwpilotproject.org
Updated 9-2025*

You can also order via mail. The cost is \$25 for the first record. You can pay with check or money order. Send your signed order form(s), fees, copy of ID, and any other necessary documents to:

Oregon Vital Records
PO Box 14050
Portland OR 97293

Please allow approximately 8 - 10 weeks processing time for all orders from the date the order is received.

IF YOU WERE BORN IN ANOTHER STATE IN THE UNITED STATES

If you were born in the United States in a state other than Oregon, you will need to apply for your birth certificate from the state in which you were born. For a certified copy of your birth certificate, contact the Vital Records office in your birth state for instructions on how to request a copy and get information on any fees. The addresses and phone numbers of the Vital Records offices are listed by state on this website:

<https://www.cdc.gov/nchs/w2w/index.htm>

You can also order online at www.vitalchek.com or by calling VitalChek at 1-888-219-3786. The cost varies by state. You can pay with debit or credit cards. You will need to complete an identity screening quiz using your Social Security Number and date of birth to request your record online. It can take up to three business days to receive your birth certificate.

IF YOU WERE BORN OUTSIDE OF THE UNITED STATES

If you were born outside of the United States, you may be able to provide other documentation of your identity and your immigration status. Passports or other proof of documented immigration status are acceptable forms of identification. If you need to obtain your birth certificate, go to the U.S. government website for further instructions:

<https://www.usa.gov/replace-vital-documents#item-36582>