

## OREGON VITAL RECORDS REQUIRED PROOF OF ELIGIBILITY: MARRIAGE / OREGON REGISTERED DOMESTIC PARTNERSHIP / DIVORCE / DISSOLUTION

Access to a vital record is restricted for a set period after the date of the vital event: 100 years for birth and 50 years for all other records including marriage, Oregon Registered Domestic Partnership (ORDP), and dissolution (divorce). For these records, applicants must prove they are legally eligible to order certified copies. This general guide will help you (“the applicant” – the person ordering the certificate) determine which document is best to prove your eligibility to obtain a certified copy of a vital record based on your relationship to the person named in the certificate (“the party”). This guide does not cover every situation. For information on eligibility for Birth and Death Certificates as well as a list of acceptable identification documents, please visit [bit.ly/orvrEligibility](http://bit.ly/orvrEligibility).

**In all cases:**

**Applicant identification documents (ID) are required. You must be at least 18 years old or an emancipated minor.**

**If the name on your ID is different than the name listed on the certificate you are requesting or eligibility document you provide, you may be asked to submit documentation of a legal name change such as a court ordered name change or other legal documents to show the name changing.**

Applicant’s Relationship to the Party	Marriage / ORDP / Divorce / Dissolution Certificate Documents Required
<b>1. Self:</b> A person named on the certificate.	If the name on your ID matches the name of one of the parties named on the certificate, nothing else is required. If not, you will be asked to submit documentation of a legal name change such as a court ordered name change or other legal documents to show the name changing.
<b>2. Parent</b>	If the name on your ID matches one of the parents named on the certificate, nothing else is required. If the certificate does not name any parents, a copy of your child’s birth certificate that names you as a parent and who is named as a party on the certificate you are requesting is required.
<b>3. Child:</b> Biological or adopted.	A copy of your birth certificate that names one of the parties as a parent is required.
<b>4. Sibling</b>	A copy of your birth certificate that shows a shared parent with one of the parties is required.

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<p><b>5. Spouse/Oregon Registered Domestic Partner</b></p>	<p>If the name on your ID matches the name of one of the parties named on the certificate, nothing else is required. If not, you may be asked to submit documentation of a legal name change such as a court ordered name change or other legal documents to show the name changing.</p>
<p><b>6. Grandparent</b></p>	<p>A copy of your child's birth certificate that names you as a parent and who is named as a parent on the certificate you are requesting is required. If the certificate does not name any parents, a copy of your grandchild's birth certificate is also required.</p>
<p><b>7. Grandchild</b></p>	<p>A copy of your birth certificate AND a copy of your parent's birth certificate that names a party on the certificate you are requesting as a parent is required.</p>
<p><b>8. Other Family:</b> Aunt/Uncle, Niece/Nephew, Cousin, Stepchild, Stepsibling.</p>	<p>You are not eligible unless you can prove eligibility as an <b>Authorized Representative (13)</b>.</p>
<p><b>9. Stepparent</b></p>	<p>You are not eligible unless you can prove eligibility as an <b>Authorized Representative (13)</b>.</p>
<p><b>10. Unwed Partner:</b> Ex-spouse, ex- or un-registered domestic partner, romantic partner, fiancée, common-law spouse.</p>	<p>You are not eligible unless you can prove eligibility as an <b>Authorized Representative (13)</b>.</p>
<p><b>11. Legal Guardian</b></p>	<p>A valid copy of court guardianship papers naming you as legal guardian of the party is required.</p>

If you would like to request this document in an accessible alternate format,  
contact [CHS.PartnerServices@oha.oregon.gov](mailto:CHS.PartnerServices@oha.oregon.gov) or 971-673-1190. OHA accepts all relay calls.

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<p><b>12. Legal Representative:</b>  <i>“Legal representative” means a licensed attorney representing the registrant or other qualified applicant.</i>  <a href="#">ORS 432.005(21).</a></p>	<p>A valid copy of court records or legal documentation that authorizes you to act on behalf of a party named on the certificate or another eligible person OR a statement on company letterhead explaining who you represent and their relationship to the party is required.</p> <p>If you are representing another person, documents that prove their eligibility will also be required.</p>
<p><b>13. Authorized Representative:</b>  <i>“Authorized representative” means an agent designated in a written statement signed by the registrant or other qualified applicant, the signing of which was witnessed.</i>  <a href="#">ORS 432.005(3).</a></p> <p>Includes court-assigned estate administrators, trust fund administrators, and those with notarized permission from eligible parties.</p>	<p>A notarized document that authorizes you to act on behalf of a party named on the certificate or another eligible person is required. A standard permission form that can be notarized is located at:</p> <p style="text-align: center;"><a href="http://bit.ly/orvrEligibility">bit.ly/orvrEligibility</a></p> <p>A Power of Attorney that authorizes you to act on behalf of a party named on the certificate or another eligible person is also acceptable.</p> <p>If you are representing another person, documents that prove their eligibility will also be required.</p>
<p><b>14. Government Agency:</b>  <i>“Government agency” means a unit of federal, state, local or tribal government.</i>  <a href="#">ORS 432.005(12).</a></p>	<p>An ID card issued by your government agency that contains your full name and photograph is required and either:</p> <ul style="list-style-type: none"> <li>a. A letter from a government agency (on official letterhead) citing the agency's need for the certificate in order to conduct official duties, OR</li> <li>b. A valid copy of court records or legal documentation that authorizes you to act on behalf of a party named on the certificate or another eligible person.</li> </ul>

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