



Zero Fee Amount for Emergency Declarations: Step-by-Step Instructions Mail and In-Person Orders

The Oregon Health Authority, Public Health Division has adopted OAR 333-011-0338 relating to fees for vital records. This rule is effective on November 1, 2021 and applies to requests for records received on and after June 1, 2021. It is intended to relieve the burden of certain fees for copies of, and searches for, vital records for Oregonians who have experienced loss of property or life due to or associated with a state or federal emergency declaration. The Center for Health Statistics Vital Records office may provide up to three (3) certified copies of a birth, death, marriage, divorce, domestic partnership or dissolution of domestic partnership record with a zero fee to eligible requests in connection with a state or federal emergency declaration.

Instructions for no fee charge for certificates due to a declared emergency:

1. Enter the order in OVERS.
2. In the Service section of the order, select **Emergency Declaration** in the **Request Reason** dropdown menu and then click **Calculate Fees**.

Service

Source: Counter Priority: Regular Delivery: COUNTER

Service: Death CC Long Death CC Short Death Replace CC Long No Fee Death Replace CC Long with Fee Death Replace CC Short No Fee Death Replace CC Short with Fee Veterans Death CC Long

Quantity: 1

Request Reason: **Emergency Declaration** (circled in red)

Calculate Fees (circled in red)

3. In the **Payments** section of the order, click in the **Waive** checkbox. Then select **Other-See Comment** and type in **Emergency Declaration** as the **Other (Waive Reason)**.

Payments

Cash Check Money Order Waive

Waive Reason: Other - See Comment Other (Waive Reason): Emergency Declaration

Payment: 25.00

Refund

SubTotal:	\$25.00
Waive:	- \$25.00
Total:	= \$0.00
Paid:	\$0.00
Balance:	= \$0.00
Change Due:	\$0.00

4. Click **Save & Validate** to continue with the order.