



Death Certificate Order Instructions

How to Order a Death Certificate

1. **Complete this form** and include:
 - A copy of your current photo ID with a signature OR 3 alternative documents.
 - The appropriate fee (\$25 per certified copy).
2. **Submit your request** by:
 - **Mail:** Send everything to
Lincoln County Health and Human Services, ATTN: Vital Statistics
255 SW Coast Hwy, Suite 101
Newport, OR 97365
 - **In Person:** Bring order form to the Vital Records office. If the certificate is registered and staff is available, you may receive it the same day.

Processing Time: Orders are typically processed within 5 business days.

Fee Examples: 2 copies = \$50, 3 copies = \$75, 4 copies = \$100.

Alternative ID Options

If you do not have a valid driver's license, ID card, or passport, you must provide **three (3) alternative documents** that show both your **name** and **current address**. Documents must be dated within the last **30 days**.

Acceptable Documents Include:

- Utility bill (phone, gas, electric, water, garbage)
- Insurance statement, medical statement, or paycheck stub
- Court or parole document
- Work ID, unemployment statement, food stamp or benefit card (copy both sides)
- Valid permit (firearms, fishing, hunting, etc.)
- Vehicle registration, title, or insurance statement



Death Certificate Order Form

Number of Certified Copies Ordered:

_____ Long Form x \$25 = _____
_____ Short Form x \$25 = _____ (Add for total fee due with application)

Deceased Information

- Name of deceased: _____
First Middle Last
- Spouse of deceased: _____
(if applicable) First Middle Last name at birth
- Date of death: _____
- Place of death: _____
(city in Lincoln County)

Requester Information

- Name of requester: _____
First Middle Last
- Relationship to deceased: _____
- Reason for needing record: _____
- Phone: _____
- Email: _____
- Address: _____

City State Zip

Signature: _____

Date: _____ **Fee Enclosed:** \$ _____

Mailing address for certified copies to be sent: _____

City State Zip