

Comparison Chart of Order Options for Vital Records



Online



Phone



Mail In



Drop Box



In-Person

	Online	Phone	Mail In	Drop Box	In-Person
Orders Received:	24/7	24/7	Daily Mon-Fri (except state holidays)	Daily Mon-Fri (except state holidays)	9 am - 3:30 pm Mon-Fri By Appointment (except state holidays) located in NE Portland
Cost:	\$47.50*	\$49.20*	\$25*	\$25*	\$28*
	Includes cost of record search, one certificate, and vendor/security fees.				
	\$25* for each additional certificate in order.				
	*Add \$5 per copy if ordering a full image (long form) birth certificate.				
Payment:	Credit/Debit	-----	-----	-----	Credit/Debit
	-----	-----	Check/Money Order		-----
	-----	-----	-----	-----	Electronic Check
	-----	-----	-----	-----	Cash
Typical Processing Time:	3 work days UPS Next Day Air/Express Mail available for additional fee.		5-7 weeks Records are mailed by US Postal Service.		30 minutes
Eligibility & ID:	Anyone applying for a vital record must be eligible and provide proof of their identity.				

See specific order option in each drop down under “Ways to Order a Certificate” for more details.