



**Alternative identification you can send with your mail order.**

If you do not have a valid driver's license, ID card, or passport send photocopies of three (3) different documents that include both your name and current address. Suggested documents are listed below. If you are mailing your order, make photocopies of the documents and include them with your order form.

**Documents must be dated within the last thirty days and show current mailing address where record will be mailed.**

- Utility bill (such as telephone, gas, electric, water, garbage removal) or other bills;
- Insurance statement, medical statement, or paycheck stub;
- Court document or parole document;
- Work I.D., unemployment statement. Food stamp or other benefit card (copy both sides);
- Valid permit for firearms, fishing, hunting or other license;
- Vehicle registration, title.

**If you have no I.D. or other documents** records can also be released to legal representative, family members, or a government agency representative with appropriate I.D.

**MAILING INSTRUCTIONS**

Make legible photocopies of the I.D./documents and include them with your Payment and order form.

Birth Certificate: \$25.00 each

<p><b><u>Send Order To:</u></b> Douglas County Clerk Attn: Vital Records PO Box 10. Roseburg, OR 97470</p>	<p><b><u>Make checks/money order payable to:</u></b> Douglas County Clerk <b>Checks / Money Order in U.S. Dollars</b> <b><u>PLEASE DO NOT SEND CASH</u></b></p>
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