FUNERAL HOME DEATH CERTIFICATE ORDER FORM

Lane County Vital Records - 151 W. 7th Ave., Room 520, Eugene, OR 97401
Telephone (541) 682-4045  Fax (541) 682-9825
Email: vitalrecords@lanecountyor.gov
Monday – Friday 9:00 a.m. – 4:30 p.m.

Decedent’s Name ____________________    _____________________       ___________________
  First                                      Middle                                      Last

Date of Death _____________________      County Intaglio # ___________________ - ______

EDRS: Case # ___________________   SFN # ___________________   Order # ___________________

EXCHANGE INFORMATION

DEATH CERTIFICATES MUST BE RECEIVED PRIOR TO PROCESSING EXCHANGE(S)

Quantity of death certificates Returned:  LONG ______
Quantity of death certificates Returned:  SHORT ______

Enter intaglio number(s) returning (located on the back of DC)

_______ to _________
_______ to _________

Has the state approved the correction?
☐ Yes  ☐ No

ITEM NO.  ORIGINAL RECORD SHOWS  CORRECTED ITEM SHOULD SHOW

FUNERAL HOME INFORMATION

PHONE NO: __________________;

AUTHORIZED STAFF SIGNATURE: __________________

DATE ORDERED: __________________

☐ ID ATTACHED OF AUTHORIZED STAFF ORDERING

☐ WILL PICK-UP (PROVIDE NAME OF STAFF/COURIER PICKING UP)

☐ MAIL TO FUNERAL HOME  ☐ MAIL TO FAMILY

VETERAN ADMINISTRATION DELIVERY INFORMATION

☐ I have confirmed there is a VA benefits application pending that requires a certified copy of the death record.

Mail to:  ☐ Veteran Benefits Pension Dept. of VA  ☐ Lane Co. VA  ☐ US Dept. of VA
Pension Maintenance Center
335-21P
P.O. BOX 11000
St. Paul, MN 55111

151 W. 7th Ave
Room 460
Eugene, OR 97401

100 SW Main St., Fl. 2
Portland, OR 97204

EXCHANGE INFORMATION

☐ Credit Card  ☐ Check # __________________;
☐ Bill (Established account with Lane County)  ☐ Additional Order
Total Fee $ __________________

ORDERING INFORMATION

Circle:  EDRS or  Drop to Paper

☐ Long x $25 each = _______
Total Amount $ _______

☐ Short x $25 each = _______
Total Amount $ _______

☐ VA copy (no charge)

Total Qty. _______
Total Amount $ _______

☐ Long x $5.00 each = _______
Total Amount $ _______

☐ Short x $5.00 each = _______
Total Amount $ _______