



# Okanogan County Public Health District

1234 2nd Avenue South  
Okanogan, WA 98840  
(509) 422-7140

[www.okanogancounty.org/government/public\\_health](http://www.okanogancounty.org/government/public_health)

## **Birth / Death Noncertified Informational Record Copy**

### *Process Summary*

To complete this application process, submit the following items to the Okanogan County Public Health District (OCPHD). ***NOTE! Carefully read these instructions before completing and submitting the Birth/Death Informational Copies Order Form.*** Chapter 70.58A RCW and Chapter 246-491 WAC requires applicants to provide required information to order noncertified informational copies of birth and death records.

#### **Required Items:**

- ✓ Birth / Death Informational Record Copy Order Form and non-refundable application fee  
*Applications received without payment, incorrect amount or partial payment will result in application denial.*
- ✓ Complete all fields on the informational record copy order form

#### **Process:**

- 1) Review these instructions before completing this application. If your questions are not answered in the following information, please visit the Washington State Department of Health Vital Records webpage at <https://doh.wa.gov/licenses-permits-and-certificates/vital-records/faq-vital-records/certificates-and-informational-copies-faq> for further details.
- 2) Application and required document(s) are reviewed.  
***NOTE! Allow 24 – 48 business hours to process the application and generate the noncertified informational record copy.***

#### **What is a noncertified informational copy?**

A noncertified informational record copy of birth and death record is not issued on the certified paper with security features and cannot be used for legal purposes. It will contain a watermark stating “Cannot be used for legal purposes. Informational only.”

- Check with the agency or business about whether or not they will accept a noncertified informational record copy prior to submitting the order form. *(Reminder! The record search fee is non-refundable, even if a record cannot be located)*
- A noncertified informational record copy of a birth record contains the same information as a certified birth copy.
- A noncertified informational record copy of a death record contains the same information as the certified short form death record. It does not contain cause and manner of death information or social security number of the decedent.
- Noncertified informational copy of long form death, fetal death, marriage, or divorce records are not available.

#### **What information is required for noncertified informational copy of birth records?**

The following information is required as it appears on the birth record:

- First, middle, and last name of the subject of the record
- First and last name of all parents listed on the record
- Date of birth (month, date, year)
- City or county where the birth occurred

#### **What information is required for noncertified informational copy of death records?**

The following information is required as it appears on the death record:

- First and last name of the decedent
- Approximate date of death (month and year)
- City or county where the death occurred

**What postal mailing address do I put on the order form?**

The address you provide on the order form must be the address you are REGISTERED to receive mail at. If that is not an option, put the name of the individual registered at the address and then put "in care of" before your name (Example: John Doe C/O Jane Doe, 101 Israel Rd SE, Tumwater, WA 98502). If filling in the form by hand, please print clearly to avoid delay in processing.

**What form of payment is accepted?**

- We accept checks, money orders for requests mailed to OCPHD. Make sure your check or money order is made payable to OCPHD.
- We accept credit card payments in-person or in the OCPHD office only. Please be aware there is a credit card processing vendor fee per transaction. If you would like to order certificates online, please visit our online vital records portal at <https://okanoganwavitals.permitium.com/rod>
- Please do not mail cash with a mailed application.

For more information about vital records, please visit either of these websites:

OCPHD >>> [https://www.okanogancounty.org/government/public\\_health/departments/resources/vital\\_records/index.php](https://www.okanogancounty.org/government/public_health/departments/resources/vital_records/index.php)  
**or**

WA DOH >>> <https://www.doh.wa.gov/LicensesPermitsandCertificates/BirthDeathMarriageandDivorce>



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## Birth / Death Informational Record Copy Order Form

\$25.00 per record search

*For OCPHD Office Use ONLY*

Date Received: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Payment Type: \$\$ ✓/MO CC

Receipt #: \_\_\_\_\_

Rcvd: ONLINE WALK-IN MAIL

Delivery: PICK-UP POSTAL MAIL

### Application Instructions:

1. All information in the application must be provided before application review.
2. Submit the completed application and non-refundable fee.

APPLICANT INFORMATION	NAME OF PERSON/COMPANY ORDERING CERTIFICATE(S):			
	ADDRESS SENDING CERTIFICATE (S) TO:			
	CITY:	STATE:	ZIP CODE:	COUNTRY:
	DAYTIME TELEPHONE NUMBER:	EMAIL ADDRESS:		

A NONCERTIFIED INFORMATIONAL RECORD COPY OF BIRTH AND DEATH RECORDS ARE NOT ISSUED ON CERTIFIED PAPER AND CANNOT BE USED FOR LEGAL PURPOSES. INFORMATIONAL RECORD COPIES WILL BEAR A WATERMARK STATING IT IS "FOR INFORMATIONAL PURPOSES ONLY". THE INFORMATIONAL DEATH COPY WILL NOT DISPLAY CAUSE AND MANNER OF DEATH OR DECEDENT'S SSN.

BIRTH RECORD DETAILS	FIRST NAME(S):	FULL MIDDLE NAME(S):		LAST NAME(S):
	DATE OF BIRTH:	CITY OF BIRTH:	COUNTY OF BIRTH:	COUNTRY OF BIRTH:
	MOTHER/PARENT BIRTH FIRST NAME(S):	FULL MIDDLE NAME(S):		LAST NAME(S):
	FATHER/PARENT FIRST BIRTH NAME(S):	FULL MIDDLE NAME(S):		LAST NAME(S):

TOTAL NUMBER OF BIRTH INFORMATIONAL COPIES ORDERING: [    ]

DEATH RECORD DETAILS	FIRST NAME(S):	FULL MIDDLE NAME(S):		LAST NAME(S):
	APPROXIMATE DATE OF DEATH: (MONTH & YEAR)		CITY OR COUNTY OF DEATH:	
	OTHER NAMES, IF KNOWN (EX. MAIDEN NAME, MARRIED NAMES, PARENTS NAMES, ETC.):		SPOUSE(S), IF KNOWN:	
	DATE OF BIRTH, IF KNOWN:		PLACE OF BIRTH, IF KNOWN:	

TOTAL NUMBER OF DEATH INFORMATIONAL COPIES ORDERING: [    ]

<b>TOTAL QUANTITY of Record Copies</b> <i>(How many?)</i>	<b>x \$25 each certificate</b> (Add \$2 handling/processing per order) >>>>	<b>TOTAL Amount Due</b>
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