



Cowlitz County Health & Human Services Departments

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Board of County Commissioners

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VITAL RECORDS ORDERING INFORMATION

WHAT:	<ol style="list-style-type: none"> 1. Washington State Birth Certificates are available from the years 1921 to present. 2. Washington State Death Certificates are available if the record was created through the Washington State Electronic Death Records System (EDRS)
WHO:	Anyone that knows the required information on the order form and has proper payment can request.
WHEN:	<ul style="list-style-type: none"> • Pick up the next business day after 2:00pm with picture ID. • Mailed certificates are sent general delivery time.
WHERE:	<ul style="list-style-type: none"> • Washington birth certificates can be ordered at any Washington State Health Department. • Washington State death certificates can be ordered at our office. Certificates not available through EDRS, must be ordered from the Center for Health Statistics (for ordering information visit www.doh.wa.gov).
HOW:	<p><u>Certificates are \$20 each</u></p> <ul style="list-style-type: none"> • Walk in, fill out order form and pay with cash or check (written to CCHD). • Mail in CCHD Vital Records Order Form and send with a check or money order written to CCHD. • Birth certificates may also be ordered and paid through www.vitalchek.com for additional fees. <p>Note:</p> <ul style="list-style-type: none"> • Payments with debit or credit have a minimum \$2.50 fee. • There will be a \$25 fee for all returned checks (Cowlitz County Resolution No. 03-044). • Incomplete or illegible forms may delay the process. • Orders not picked up within 10 business days will be mailed. • For newborns, the processing time may take up to 6 weeks after date of birth.

