

HOW TO OBTAIN VITAL RECORDS

A. BIRTH RECORDS (for Washington births only):

1. **Births from January 1, 1921 to present** - contact any local health jurisdiction. In Thurston County, contact:

Thurston County PHSS Vital Records:

- Must be born in Washington State
- Certified birth certificates can typically be issued during normal business hours
- Cost: \$20 for each certificate
- Applications can be completed and submitted with payment:
 - In-person (applications are available at the Vital Records counter)
 - Faxed to: (360) 867-2600
 - Sent by postal mail to:
Thurston County Public Health & Social Services
ATTN: Vital Records
412 Lilly Road NE, Olympia, WA 98506-5132
 - For phone orders or if you have questions, call us at (360) 867-2618; only Visa or MasterCard are acceptable forms of payment for phone orders
- Applications can also be downloaded from the website:
www.co.thurston.wa.us/health/admin/vitals/index.html

2. **Births from July 1, 1907 to present** and for **confidential information** from your own birth record - contact by web, mail, phone or walk-in:

WA State Department of Health - Center for Health Statistics

Location: 101 Israel Road SE, Tumwater, WA 98501

Phone: (360) 236-4300 or (800) 525-0127

Website: www.doh.wa.gov

3. **Births before July 1, 1907** in King, Pierce, Snohomish and Spokane Counties - contact the local health jurisdiction where the child was born.

4. **Births before July 1, 1907** in all other counties - contact the county auditor.

Thurston County Auditor's Office:

Location: 2000 Lakeridge Dr. SW, Bldg. 1, Olympia, WA 98502

Phone: (360) 786-5406

Fax: (360) 786-5223

Website: www.co.thurston.wa.us/auditor

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B. DEATH RECORDS:

1. Available from **Thurston County PHSS Vital Records:**

- Death occurred in Thurston County between June 1, 2007 and the present date, and the death certificate can be issued using the electronic database; or
- Death occurred in Thurston County between January 1, 2008 and the present date, and the original death certificate is a hard copy (i.e. not in the electronic database)
 - Cost: \$20/certificate
 - Applications can be completed and submitted:
 - In-person (applications are available at the vital records counter); certified death certificates can typically be issued at the counter during normal business hours.
 - Faxed to: (360) 867-2600
 - Sent by postal mail to:
Thurston County Public Health & Social Services
ATTN: Vital Records
412 Lilly Road NE Olympia, WA 98506-5132
 - For phone orders or if you have questions, call us at (360) 867-2618; (only Visa or MasterCard are acceptable forms of payment for phone orders)
 - Applications are also available by visiting the website:
www.co.thurston.wa.us/health/admin/vitals/index.html
 - In General, contact the local health jurisdiction where the death occurred to order death certificates.

2. **Death occurred in Washington from July 1, 1907** to 2 months before the present date – order through:

WA State Department of Health - Center for Health Statistics

Location: 101 Israel Road SE, Tumwater, WA 98501

Phone: (360) 236-4300 or (800) 525-0127

Website: www.doh.wa.gov

3. **Death occurred in Washington before July 1, 1907** - order through:

Research Office of the Washington State Archives

Location: 1129 Washington Street SE, Olympia

Mail: PO Box 40238, Olympia, WA 98504-0238

Phone: (360) 586-1492

Email: research@sos.wa.gov

Website: www.sos.wa.gov/archives/

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C. DIVORCE DECREES, DECREES OF DISSOLUTION & WILLS:

1. **If event was recent, within the last four months** - contact the county clerk where the divorce was filed.

2. **January 1, 1968 to four months before the present date** - order through:

WA State Department of Health - Center for Health Statistics

Location: 101 Israel Road SE, Tumwater, WA 98501

Phone: (360) 236-4300 or (800) 525-0127

Website: www.doh.wa.gov

3. **Before January 1, 1968** - contact the county clerk where the event occurred.

If filed in Thurston County:

Thurston County Clerk's Office / Family & Juvenile

Location: Family & Juvenile Court Facility, 1st Floor, 2801 – 32nd Avenue SW,
Tumwater, WA 98512

Phone: (360) 709-3260

Website: www.co.thurston.wa.us/clerk

D. MARRIAGE RECORDS:

1. **Recent marriage certificates, within the last 4 months** - contact the county auditor where the license was filed.

2. **January 1, 1968 to four months before the present date** - order through:

WA State Department of Health - Center for Health Statistics

Location: 101 Israel Road SE, Tumwater, WA 98501

Phone: (360) 236-4300 or (800) 525-0127

Website: www.doh.wa.gov

3. **Before January 1, 1968** - contact the county auditor where the license was obtained.

Thurston County Auditor's Office

Location: 2000 Lakeridge Dr. SW, Bldg. 1, Olympia, WA 98502

Phone: (360) 786-5406

Fax: (360) 786-5223

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