Ordering printed forms

Most printed DHS/OHA forms and publications are stored at the Shared Services Distribution Center.

To order a supply of forms or publications, you should contact your office’s forms coordinator. That person can access the DHS/OHA Forms & Brochure Ordering System (FBOS) to submit an electronic order.

If your office or unit does not have a forms coordinator, you can email a request for copies of forms or publications to “DHS-OHA.Distribution@state.or.us.”

Include the form number and title, your branch code (if you have one), the number of copies you need and the address the materials should be shipped to. You can also call Distribution Services at 503-373-1342 and give them the same information.

If the FBOS system indicates that form or publication is stored in another place, it should include information about the ordering.

If you do not have access to order through the State FBOS system, you can use form DHS 8100, “Supplemental - Forms Order Sheet.” This form has instructions on how to order if you can not use the State FBOS system.

Click here for a PDF version of DHS/OHA 8100.

Ordering form revisions

If you are a form owner and need to revise your form(s), please submit a DHS/OHA 1001 form to DHS-OHA.PublicationRequest@state.or.us.

Click here for the DHS/OHA 1001. Email to: DHS-OHA.PublicationRequest@state.or.us.