

HOW TO FILL OUT THE CERTIFICATE OF DISSOLUTION OF MARRIAGE/CIVIL UNION

NOTE: This form has some sections completed for you because it is meant to be used with our *How to Get a Divorce* form suite. Do not use this for a case asking for a legal separation or asking that a marriage be declared invalid.

Introduction:


The Certificate of Dissolution must be filed in every divorce case, whether it is a marriage or a civil union. The information you provide in the form is used by the Illinois Department of Public Health for statistical purposes. It does not have anything to do with whether a divorce is granted by the judge.

We recommend that you complete and file this form at the same time you file your *Petition for Dissolution of Marriage/Civil Union* so that you do not forget to do it. If you do this, you will get your copy at the end of your case.

If you complete this form online, you will only have to enter the information one time. If you want to file a paper copy, you will have to complete each of the four copies (Original, County Clerk's Copy, Court Copy and Legal Representative's Copy).

Enter the information requested on the form. Use the instructions we have provided for help with completing the form. If a section has been completed already, you do not have to enter anything there.

Instructions for filling out the Certificate of Dissolution of Marriage/Civil Union Form

 State of Illinois Illinois Department of Public Health										ORIGINAL																																					
STATE OF ILLINOIS																																															
CERTIFICATE OF DISSOLUTION OF <input checked="" type="checkbox"/> INVALIDITY OR LEGAL SEPARATION																																															
TYPE / PRINT IN PERMANENT BLACK INK		Name of County										Court File Number										State File Number																									
		<input type="checkbox"/> HUSBAND <input type="checkbox"/> WIFE <input type="checkbox"/> SPOUSE <input type="checkbox"/> PARTNER		A		1a. Name (First, Middle, Last)										1b. Last Name on Birth Certificate										2. Sex		3. Social Security Number XXX-XX-1234																			
<input type="checkbox"/> HUSBAND <input type="checkbox"/> WIFE <input type="checkbox"/> SPOUSE <input type="checkbox"/> PARTNER		B		4a. Residence — City, Town, Twp. or Road District Number										4b. County										4c. State		5a. Birthplace (State or Foreign Country)										5b. Date of Birth (Mo., Day, Year)		5c. Age Now									
		6a. Name (First, Middle, Last)										6b. Last Name on Birth Certificate										7. Sex		8. Social Security Number XXX-XX-4567																							
<input type="checkbox"/> HUSBAND <input type="checkbox"/> WIFE <input type="checkbox"/> SPOUSE <input type="checkbox"/> PARTNER				9a. Residence — City, Town, Twp. or Road District Number										9b. County										9c. State		10a. Birthplace (State or Foreign Country)										10b. Date of Birth (Mo., Day, Year)		10c. Age Now									
		11a. Date of This Marriage/Civil Union (Mo., Day, Year)										11b. Place of This Marriage/Civil Union — City										11c. County										11d. State (If Not in U.S., Name Country)															
<input type="checkbox"/> HUSBAND <input type="checkbox"/> WIFE <input type="checkbox"/> SPOUSE <input type="checkbox"/> PARTNER				12. Date Couple Last Resided in Same Household (Mo., Day, Year)										13a. Number of Children of This Marriage/Civil Union										13b. Children Under 18 in This Household (Specify)										14. Petitioner													

Name of County:
enter the name of
the county in
which your case
is filed.

Court File Number:
enter the number
given to your case
by the circuit clerk,
e.g. 22-DC-15.

State File
Number:
leave this
blank.

3 – Enter only
the last four
digits of your
Social Security
Number.

8 – Enter only
the last four
digits of your
spouse's Social
Security.

16 – If there are no children of the marriage/civil union, check the “no children box.” If there are children under 18 years old, leave it blank if you are filing this form at the time you are filing your *Petition for Dissolution of Marriage/Civil Union*; complete it if you are filing it after the *Judgment of Dissolution of Marriage/Civil Union* and *Parenting Plan* have been signed by the judge.

17 - Leave this blank unless a lawyer is representing you. If you are represented by a lawyer, enter the name and address of the lawyer.

18 – Leave blank. This is for the Circuit Clerk to complete.

19 - Leave blank. This is for the Circuit Clerk to complete.

20 - Enter the race of each person.

21 – Enter the educational level of each person.

15a. Type of Decree (Specify: Dissolution, Invalidity or Legal Separation) Dissolution <input checked="" type="checkbox"/>				15b. Legal Grounds for Decree (Specify) Irreconcilable Differences			
16. Number of Children Under 18 Whose Physical Custody Was Awarded to: <input type="checkbox"/> Husband/Wife/Spouse/Partner A <input type="checkbox"/> Husband/Wife/Spouse/Partner B <input type="checkbox"/> Joint <input type="checkbox"/> Other <input type="checkbox"/> No children				17. Legal Representative — Name and Address (Street or R.F.D., City or Town, State, ZIP code)			
FOR COURT CLERK ONLY							
18. Date of Recording Decree (Mo., Day, Year)				19. Signature of Court Clerk			
INFORMATION FOR STATISTICAL PURPOSES ONLY							
Race	Education (Specify Highest Grade Completed)	Number of this Marriage/Civil Union	If Previously Entered Into a Marriage/Civil Union — Last Marriage/Civil Union Ended by Death, Dissolution or Invalidity of Marriage/Civil Union				
Specify (e.g., White, Black, American Indian)	Elementary or Secondary (0-12) College (1-4 or 5+)	First, Second, etc. (Specify)	Specify Type (Marriage or Civil Union)	Specify How	Specify When (Month, Day, Year)	Specify Where (County and State [abbreviated])	
HUSBAND/WIFE/ SPOUSE/PARTNER A	20.	21.	22a.	22b.	22c.	22d.	22e.
HUSBAND/WIFE/ SPOUSE/PARTNER B	23.	24.	25a.	25b.	25c.	25d.	25e.
26. Of Hispanic Origin? Specify No or Yes — If Yes, Specify (e.g., Cuban, Mexican, Puerto Rican)			26a. <input type="checkbox"/> No <input type="checkbox"/> Yes Specify:		26b. <input type="checkbox"/> No <input type="checkbox"/> Yes Specify:		

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20-26: These answers are only used for informational purposes.

22a/25a – Enter the number of times each person has had a marriage/civil union.

22b-e and 25b-e (If previously entered into) – complete this section only if you have earlier marriages or civil unions that were declared invalid

22b/25b - Enter either marriage or civil union.

22c/25c – Enter either divorce, invalidation or death.

22d/25d – Enter the date your most recent marriage/civil union ended by divorce, invalidation or death.

22e/25e – Enter the county and state where your most recent marriage/civil union ended by divorce, invalidation or death.