



VITAL RECORDS

OFFICE OF COOK COUNTY CLERK MONICA GORDON

P.O. Box A3390, Chicago, Illinois 60690

TEL 312.603.7788 FAX 312.603.4899 WEB cookcountyclerk.com

BIRTH RECORD REQUEST FORM

of Copies _____

Name at Birth

First Name

Middle Name

Last Name

Date of Birth

Month/Day/Year

Place of birth

City or Village (in Cook County)

Name of Biological Mother

(if adopted, mother's name at time of adoption)

First Name

Last Name (maiden)

Name of Biological Father

(optional)

First Name

Last Name

Pursuant to Illinois law [410 ILCS 535/25 (4) (b)] a certified copy of a birth record is only available to persons with a "direct and tangible interest" in the record, such as one's self (if 18), parent, guardian or legal representative. Anyone who willfully and knowingly uses or attempts to use any certificate and/or certification for the purposes of deception is guilty of a Class 4 felony [410 ILCS 535/27 (c), (f)] punishable up to three years in prison.

Your Name (print)

First Name

Last Name

Mailing Address

Street Address

City, State, Zip

Phone Number

Email Address

Relationship to Child *(if applicable)*

Please indicate below how you would like to receive the requested birth record. If requesting the document be mailed, please include 1) a check or money order; 2) a photocopy of YOUR photo ID; and 3) a self-addressed stamped envelope.

Mail it to me

I'll wait for it today

I'll pick it up at a later date

By submitting the above request for a birth record, I do hereby understand and acknowledge that I have a "direct and tangible interest" in the above record, and if and when received, I will NOT use that record for the purposes of willfully or knowingly deceiving anyone.

Signature

Date



VITAL RECORDS

OFFICE OF COOK COUNTY CLERK MONICA GORDON

P.O. Box A3390, Chicago, Illinois 60690

TEL 312.603.7788 FAX 312.603.4899 WEB cookcountyclerk.com

BIRTH RECORD REQUEST FORM

To obtain a copy of a birth record from the Cook County Clerk's Office, please read the following: Certified copies of birth records cost \$15 for the first copy and \$4 for each additional copy of the same record. The cost is non-refundable and if no record is found, a Certification That No Record Was Found will be issued.

4 CONVENIENT WAYS TO OBTAIN A BIRTH RECORD

1. By Mail

Fill out this form and mail your request to:

Cook County Clerk's Office - Vital Records Division

P.O. Box A3390

Chicago, IL 60690

Fill out the form on the reverse side and include:

- A check or money order payable to the Cook County Clerk
 - Temporary or starter checks are not accepted
 - Name on check must be the same as person entitled to record
- A photocopy of your photo identification (e.g. driver's license, or State issued identification, etc.)
- A self-addressed stamped envelope

2. By Phone

Call our Vital Chek Hotline, (866) 252-8974.

(A processing fee of \$13.45 may apply for phone orders.)

3. By Visiting a Local Currency Exchange

Call (847) 759-8905 for currency exchange locations and hours.

(There is a \$5 fee for birth records from a currency exchange.)

4. By Visiting Your Local Cook County Clerk's Office

Chicago	Markham	Maywood	Skokie
Downtown Chicago Cook County Building 118 N. Clark St. Room 120 Chicago, IL 60602 312.603.7790	South Suburbs Markham Courthouse 16501 S. Kedzie Ave. Room 238 Markham, IL 60426 708.232.4150	West Suburbs Maywood Courthouse 1311 Maybrook Sq. Room 104 Maywood, IL 60153 708.865.6010	North Suburbs Skokie Courthouse 5600 W. Old Orchard Rd. Room 149 Skokie, IL 60077 847.470.7233