

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, which is nonrefundable if no record is found** and a Certification That No Record Was Found is issued, and \$4 for each additional copy of the same record.

Four ways to obtain a birth record:



Mail your request to:
Bureau of Vital Records
PO Box 641070
Chicago, IL 60664-1070

Fill out the form on the reverse side and include:

- A check or money order payable to the Cook County Clerk
- A photocopy of your photo identification (e.g. driver's license, or State issued identification, etc.)
- A self-addressed stamped envelope



Call our Vital Chek Hotline:
(866) 252-8974
Charge your order to a major credit card for an additional fee.



Go to a Local Currency Exchange:
Call (847) 759-8905 for Currency Exchange locations and hours
Obtain your record for an additional \$5 fee.



Visit us in person and pay with cash or debit card
(Sorry, we can't accept Visa):
50 West Washington Street, Chicago, Illinois, Room CL-25
Or, visit one of our five suburban offices.
Call (312) 603-7790 for locations and hours.

BIRTH RECORD REQUEST FORM

of copies _____

Name at birth _____

First Middle Last

Date of birth _____

Month / Day / Year

Place of birth _____

City or Village (in Cook County)

Name of mother _____

First Last (maiden)

Name of Father _____

First Last

Under 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, 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 _____

First Last

Signature _____

Mailing Address _____

Number Street Unit Number

City State Zip Code

Relationship to Child/ Telephone number

*if requesting the document by mail, please include: 1) a check or money order; 2) a photocopy of your photo identification; 3) a self-addressed stamped envelope

How would you like to receive this document?

- Mail it to me
 I'll wait for it
 I'll pick it up later



David Orr
Cook County Clerk
Bureau of Vital Records
50 West Washington Street, Room CL-25
Chicago, Illinois 60602
(312) 603-7790 / VITAL.RECORDS@cookcountyil.gov
www.cookcountyclerk.com