

## DEATH RECORD REQUEST FORM

To obtain a copy of a death record from the Cook County Clerk's Office, please read the following: Certified copies of death records cost **\$17 for the first copy, which is nonrefundable if no record is found** and a Certification That No Record Was Found is issued, and \$6 for each additional copy of the same record.



### Four ways to obtain a death 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  
\*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, 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 or credit card:  
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.

4/14/2016

-----Cook County Clerk David Orr, Bureau of Vital Records-----

## DEATH RECORD REQUEST FORM

# of copies \_\_\_\_\_

Name \_\_\_\_\_

First Middle Last

Date of death \_\_\_\_\_

Month / Day / Year

Place of death \_\_\_\_\_

City or Village (in Cook County)

**I, the undersigned do hereby certify that I am a person, or a duly authorized agent of a person, who has a personal or property right interest in the death certificate and I am legally entitled to the certificate, as specified by law [410 ILCS 535/25 (4)(d)]**

Your Name \_\_\_\_\_

First Last

Signature \_\_\_\_\_

Mailing Address \_\_\_\_\_

Number Street Unit Number

City State Zip Code

Relationship to deceased/ 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



Cook County Clerk  
Bureau of Vital Records  
PO Box 641070  
Chicago, Illinois, 60664-1070  
(312) 603-7790 / VITAL.RECORDS@cookcountyil.gov  
[www.cookcountyclerk.com](http://www.cookcountyclerk.com)