



## RECORDINGS

OFFICE OF COOK COUNTY CLERK CEDRIC GILES

118 N. Clark Street, Room 120, Chicago, Illinois 60602

TEL 312.603.5050 FAX 312.603.5063 WEB [cookcountyclerk.com](http://cookcountyclerk.com)

### Indexing Correction Request Form

**Please complete this form in full and email to [clerk.recordings@cookcountyil.gov](mailto:clerk.recordings@cookcountyil.gov) with subject line: Attention DATABASE MANAGEMENT. This form is specifically for requesting a correction of possible indexing error by our staff concerning your recorded document. Upon receipt our staff will review the request and if necessary, make the change as requested. Thank you from our library staff.**

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Property Index Number (PIN) on Website

\_\_\_\_\_  
Street Number and Name

\_\_\_\_\_  
City, State, & Zip Code

\_\_\_\_\_  
Name of Requesting Customer

\_\_\_\_\_  
Phone Number of Requesting Customer

\_\_\_\_\_  
Property Owner Name (if different)

\_\_\_\_\_  
Email Address of Requesting Customer

Document #: \_\_\_\_\_

Document Type: \_\_\_\_\_

Document #: \_\_\_\_\_

Document Type: \_\_\_\_\_

PLEASE EXPLAIN THE REASON FOR THIS REQUEST (THE DISCREPANCY BETWEEN THE WEBSITE AND THE DOCUMENT, AND HOW IT SHOULD ACTUALLY BE INDEXED)

CUSTOMERS PLEASE DO NOT WRITE BELOW - FOR CLERK'S OFFICE USE ONLY

\_\_\_\_\_  
Date Request Received

\_\_\_\_\_  
Clerk's Staff Member Received By

\_\_\_\_\_  
ID Type Verified

\_\_\_\_\_  
Date Processed by DBM

\_\_\_\_\_  
Completed by DBM Staff Member

\_\_\_\_\_  
Cust. Contacted