



VITAL RECORDS

OFFICE OF COOK COUNTY CLERK DAVID ORR

P.O. Box 641070, Chicago, Illinois 60664-1070

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 mother _____

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

First Name

Last Name (at time of birth)

Name of father _____

(optional)

First Name

Last Name

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 (print) _____

First Name

Last Name

Signature _____

Telephone Number _____

Mailing address _____

Street Address

City, State, Zip

Relationship to child *(if applicable)* _____

How would you like to receive this document?

Mail it to me

I'll wait for it today

I'll pick it up at a later date

**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*

see back for more details

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 nonrefundable if no record is found and a Certification That No Record Was Found is issued.

Four ways to obtain a birth record:

1. By Mail

Fill out this form and mail your request to:

Bureau of Vital Records
P.O. 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, 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 \$12.45 may apply for phone orders.)

3. At 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. In-person, at the Cook County Clerk's Office:

50 W. Washington St. (Pedway Level, under the Daley Center)

Or visit one of our five suburban offices. Call (312) 603-7790 or go to www.cookcountyclerk.com for locations and hours.