



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 (maiden)

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

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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.