

## 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:

**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, 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, debit card or major 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

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

## 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 Signature

First Last

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



Cook County Clerk Bureau of Vital Records  
PO Box 641070  
Chicago, IL 60664-1070

(312) 603-7790 / VITAL.RECORDS@cookcountyil.gov [www.cookcountyclerk.com](http://www.cookcountyclerk.com)