CIVIL UNION RECORD REQUEST FORM

To obtain a copy of a civil union record from the Cook County Clerk’s Office, please read the following: Certified copies of civil union records cost $15 for the first copy, which is nonrefundable if no record is found and a Certification That No Record Was Found is issued, and $4 for each additional copy of the same record.

Four ways to obtain a civil union 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
• 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 or debit card
(Sorry, we can’t accept Visa):
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.

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# of copies

Partner A’s Name
First Middle Last

Partner B’s Name
First Middle Last

Date of Union
Month / Day / Year

Place of Union
City or Village in Cook County

Your Name
First Last

Signature

Mailing Address
Number Street Unit Number

City State Zip Code

Relationship / 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?

[ ] I’ll wait for it
[ ] I’ll pick it up later

David Orr
Cook County Clerk
Bureau of Vital Records
50 West Washington Street, Room CL-25
Chicago, Illinois 60602
(312) 603-7790 / VITAL_RECORDS@cookcountyil.gov
www.cookcountyclerk.com