

# GENEALOGY RECORD REQUEST FORM

-----COOK COUNTY CLERK DAVID ORR, BUREAU OF VITAL RECORDS-----

All genealogical birth, death and marriage records issued by the Cook County Clerk's Office are considered non-certified documents and stamped "For Genealogy Purposes Only". Under Illinois law, genealogical records are defined as:

- Birth certificates older than **75** years
- Marriage Certificates older than **50** years
- Death certificates older than **20** years.

The costs for genealogical records are: \$15.00 for the first copy (\$17.00 for death certificates), and \$4.00 for each additional copy (\$6.00 for death certificates). **The Office of the Cook County Clerk is legally mandated to charge a nonrefundable \$15 (\$17 for death certificates) records search fee.** If you are uncertain of the exact date of birth, marriage or death and want us to search more than one year, include \$1 for each additional year you want searched, up to a maximum of 10 years.

## Two ways to obtain a genealogical record:



**Mail** your request to:  
Bureau of Vital Records  
**ATTN: GENEALOGY UNIT**  
PO Box 641070  
Chicago, IL 60664-1070

- A check or money order payable to the Cook County Clerk
- Temporary or starter checks are not accepted
- A self-addressed stamped envelope



**Visit** us in person and pay with cash, debit card or major credit card:  
50 West Washington Street, Chicago, Illinois, Room CL-25



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

### Your Name

\_\_\_\_\_  
First Last  
**Mailing Address**  
\_\_\_\_\_  
Number Street Unit Number  
\_\_\_\_\_  
City State Zip Code  
\_\_\_\_\_  
Relationship / Telephone number

## BIRTH

### # 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 Name

## MARRIAGE

### # of copies

### Groom's Name

\_\_\_\_\_  
First Middle Last

### Bride's Maiden Name

\_\_\_\_\_  
First Middle Last

### Date of Marriage

Month / Day / Year

### Place of Marriage

\_\_\_\_\_  
City or Village in Cook County

## DEATH

### # of copies

### Name

\_\_\_\_\_  
First Middle Last

### Date of Death & Place of Death

Month / Day / Year

\_\_\_\_\_  
City or Village in Cook County