

GENEALOGY RECORD REQUEST FORM

All GENEALOGICAL (meaning Birth, Death & Marriage) Records issued by the Cook Cook County Clerk's Office are considered **NON-CERTIFIED** documents and are stamped "**FOR GENEALOGY PURPOSES ONLY**". Pursuant to Illinois Law, Genealogical Records are defined as the following:

- BIRTH CERTIFICATES older than 75 YEARS
- MARRIAGE CERTIFICATES older than 50 YEARS
- DEATH CERTIFICATES older than 20 YEARS

THE COSTS FOR GENEALOGICAL RECORDS ARE AS FOLLOWS:

- \$15.00 First Copy of Birth Certificate \$4.00 Each Additional Copy
- \$15.00 First Copy of Marriage Certificate \$4.00 Each Additional Copy
- \$17.00 First Copy of Death Certificate \$6.00 Each Additional Copy

The Cook County Clerk's Office is **LEGALLY REQUIRED** to charge a nonrefundable \$15 (or \$17 for Death Certificates) records search fee per request. If you are uncertain of the exact date of birth, marriage or death and would like our office to search for **MORE** than **ONE YEAR**, please include an additional fee of \$1 for each additional year requested, up to a **maximum** of **10 YEARS OF SEARCHES**.

TWO EASY WAYS TO OBTAIN A GENALOGICAL RECORD

1. MAIL YOUR REQUEST TO THE FOLLOWING :

Bureau of Vital Records, ATTN: GENEALOGY UNIT
PO BOX 641070
Chicago, Illinois 60664-1070

Make certain to include a CHECK or MONEY ORDER payable to the Cook County Clerk (temporary or starter checks are NOT accepted), and include a SELF-ADDRESSED STAMPED ENVELOPE



2. VISIT US IN-PERSON AT OUR CHICAGO OFFICE:

You may pay with CASH, DEBIT or any MAJOR CREDIT CARD at our downtown location, located at:
118 N. Clark St., Room 120, Chicago, IL 60602



KAREN A. YARBROUGH I COOK COUNTY CLERK

For more information, contact the following:

(312) 603-7790 | vital.records@cookcountyil.gov | cookcountyclerk.com

KAREN A. YARBROUGH I COOK COUNTY CLERK I BUREAU OF VITAL RECORDS
IF MAILING, PLEASE LEGIBLY COMPLETE THE FOLLOWING INFORMATION

Name: _____

Mailing Address of Submitter Below:

Relationship to Person/People Named in the Vital Record Below:

Telephone Number: _____

BIRTH CERTIFICATES OLDER THAN 75 YEARS (REQUEST)

of copies _____ Name at Birth Above (First, Middle & Last) _____

Date of Birth (Month/Day/Year) Above _____

City, Town or Village of Birth Above (Must Be in Cook County) _____

Name of Birth Mother (First and Last Name) Above _____

Name of Birth Father (First and Last Name) Above _____

MARRIAGE CERTIFICATES OLDER THAN 50 YEARS (REQUEST)

of copies _____ Date of Marriage (Month/Day/Year) Above _____

Bride's Maiden Name (First, Middle & Last) Above _____

Groom's Name (First, Middle & Last) Above _____

City, Town or Village of Marriage Above (Must Be in Cook County) _____

DEATH CERTIFICATE OLDER THAN 20 YEARS (REQUEST)

of copies _____ Name at Death (First, Middle & Last) Above _____

Date of Death (Month/Day/Year) Above _____ City, Town or Village where Death Occurred Above _____

THANK YOU FOR YOUR BUSINESS & INTEREST IN OUR SERVICES!

REVISED ON 1.16.2019