



KAREN A. YARBROUGH | COOK COUNTY CLERK'S OFFICE

VITAL RECORDS DIVISION | P.O. BOX 641070, CHICAGO, ILLINOIS 60664-1070

Telephone: 312.603.7788 | Web Address: cookcountyclerk.com

BIRTH RECORD REQUEST FORM

PLEASE PRINT LEGIBLY TO ENSURE ACCURATE FULFILLMENT OF YOUR REQUEST

Number of Copies (Above)

First Name (At Birth) Above

Middle Name (At Birth) Above

Last Name (At Birth) Above

Date of Birth (Include Month, Day & Year) Above

Place of Birth (City, Town or Village in Cook County) Above

First Name of Biological/Adopted Mother (At Birth) Above

Last Name (Maiden) of Biological/Adopted Mother (At Birth) Above

First Name of Biological/Adopted Father (At Birth) Above [Optional]

Last Name of Biological/Adopted Father (At Birth) Above [Optional]

SPECIAL NOTICE TO THE SUBMITTER OF THIS BIRTH RECORD REQUEST FORM

Pursuant to §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, as outlined in §410 ILCS 535/27(c)(f), which is punishable by up to three years in prison.

First Name of Submitter Above

Last Name of Submitter Above

Mailing Address of the Submitter (Street Number & Name) Above

Mailing City, Town or Village of Submitter Above

Mailing State and Zip Code of Submitter Above

Submitter Phone Number Above

Submitter's Relationship to the Person/Birth Certificate Requested

Please indicate below how you would like to receive the requested Birth Certificate. If requesting the document be mailed please include 1) A Check or Money Order; 2) A Photocopy of YOUR Photo ID; and 3) A Self-Addressed Envelope.

I would like the requested Birth Certificate to be:

Mailed to me at the above address Filled while I wait Filled and ready when I return later

By submitting the above request for a Birth Certificate, I do hereby understand and acknowledge that I have a "direct and tangible interest" in the above record, and if and when received, I will NOT use that record for the purposes of willfully or knowingly deceiving anyone.

Signature of Submitter Above

Date This Form was Executed and Submitted Above

Please see the back of this form for further details



KAREN A. YARBROUGH | COOK COUNTY CLERK'S OFFICE

VITAL RECORDS DIVISION | P.O. BOX 641070, CHICAGO, ILLINOIS 60664-1070

Telephone: 312.603.7788 | Web Address: cookcountyclerk.com

BIRTH RECORD REQUEST FORM INSTRUCTIONS

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 **NON-REFUNDABLE** if **NO RECORD IS FOUND**, and/or, a **CERTIFICATION THAT NO RECORD WAS FOUND** is issued.

THERE ARE 4 CONVENIENT & EASY 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, ILLINOIS 60664-1070

THINGS TO REMEMBER WHEN MAILING

- Complete form on the reverse side and include:
 - A Check or Money Order payable to Cook County Clerk
 - Temporary or Starter Checks are NOT ACCEPTED
 - Name on check **MUST** be the same person who is entitled and legally-authorized to the Birth Record
 - Photocopy of government-issued photo identification (ex. Driver's License, Passport, or State Issued ID)
 - A Self-Addressed Stamped Envelope

2. By Phone

Call our Vital Check Hotline at (866) 252-8974

Please note that a processing fee of \$12.45 MAY apply for phone orders.

3. By Visiting a Local Currency Exchange \$

Call (847) 759-8905 for Currency Exchange locations and hours.

Please note that a processing fee of \$5 applies to Currency Exchange orders.

4. By Visiting your Local Cook County Clerk's Office

118 N. Clark St., Room 120

Or visit one our THREE Suburban Satellite Offices (which are located as follows):

Markham	Maywood	Skokie
South Suburbs Markham Courthouse 16501 S. Kedzie, Room 238 Markham, Illinois 60426 ☎ (708) 232-4150 (main)	West Suburbs Maywood Courthouse 1311 Maybrook Sq., Rm 104 Maywood, Illinois 60153 ☎ (708) 865-6010 (main)	North Suburbs Skokie Courthouse 5600 W. Old Orchard Rm. 149 Skokie, Illinois 60077 ☎ (847) 470-7233 (main)

Thank you for your interest in the requested Birth Record. We look forward to servicing your request as accurately and efficiently as possible. We greatly appreciate your business. **Cook County Clerk, Karen A. Yarbrough**