



COOK COUNTY CLERK'S OFFICE

118 N. CLARK ST., RM. 120, CHICAGO, IL 60602

Where's My Document?

Dear Cook County Clerk's Office Customer,

If you have recently mailed in a document to be recorded, but have failed to receive the document back, there is a good chance that your document was missing the required fee of **\$5.00** for the Mail Handling Fee. Currently, the Clerk's Office, is holding your document in anticipation of the required **\$5.00 Mail Handling Fee**, which you may submit via check made out to the **Cook County Clerk**, when accompanied by a completed below Mail Handling Fee Request Form that may be sent to the following address and attention to:

Please make sure to send 1 Mail Handling Fee Request Form per document requested, and a separate check per document request. Also, please take note that you may also review the recorded document via our website of cookcountyclerk.com/Recordings for **FREE** or purchase a copy there for a nominal fee. Thank you in advance for your cooperation, and we appreciate your business.

**118 North Clark Street, Room 120
Attention Mail Room Supervisor
Chicago, Illinois 60602**



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MAIL HANDLING FEE REQUEST FORM (\$5.00 Mail Handling Charge Form)

Please complete this form when requesting a previously submitted document that was mailed to the Cook County Clerk's Office, but failed to include the REQUIRED Mail Handling Fee of \$5.00. Please be sure to complete all of the information requested so as to ensure the fastest and most efficient processing of your request.

Customer Name: _____ Customer Phone Number: _____

Customer Address: _____

Document Number (Stamped on Back of Check – See Your Bank Records): _____

Property Identification Number (PIN): _____ - _____ - _____ - _____

IMPORTANT NOTICE:

Please make certain to include a check for **\$5.00 PER DOCUMENT**, made payable to:
Cook County Clerk. Send this form and the check to:
118 North Clark Street, Room 120, Attention Mail Room Supervisor, Chicago, Illinois 60602.