

## BIRTH RECORD REQUEST FORM

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 and \$4 for each additional copy.

### Four ways to obtain a birth record:



**Mail** your request to:  
Bureau of Vital Records  
PO Box 642570  
Chicago, IL 60664-2570

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 \$4 fee.



**Visit** us in person and pay with cash or debit card:

118 North Clark Street Chicago, Illinois  
(Randolph Street entrance/lower level concourse)

Or, visit one of our five suburban offices.

Call (312) 603-7790 for locations and hours.

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# 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

Last

Under Illinois law [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 [410 ILCS 535/27 (c), (f)] punishable up to three years in prison.

Your Name

First

Last

Signature

Mailing Address

Number

Street

Unit Number

City

State

Zip Code

Relationship to Child/ 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?

- ☐ Mail it to me  
☐ I'll wait for it  
☐ I'll pick it up later



**David Orr**  
Cook County Clerk  
Bureau of Vital Records  
118 North Clark Street (Randolph Street entrance/ lower level concourse)  
Chicago, Illinois 60602  
(312) 603-7790 / VITALRECORDS@cookcountygov.com  
[www.cookctyclerk.com](http://www.cookctyclerk.com)