

## VITAL RECORDS OFFICE HOURS

Monday – Thursday 8:30 AM to 5:00 PM  
 Friday 8:30 AM to 6:30 PM

### BEFORE YOU VISIT

Call our office at 847.377.2400 or view our online calendar at [LakeCountyClerk.info](http://LakeCountyClerk.info) for exceptions to these office hours.

### HOLIDAY CLOSINGS

Our office is closed in observance of these holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Lincoln's Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

### ELECTION DAY CLOSINGS

On the two Election Days every year, our office will be closed to walk-in and non-election customer service as all the Lake County Clerk staff will be dedicated to supporting voters, election workers, and candidates.

## DIRECTIONS AND MAP

### FROM THE NORTH

#### VIA TRI-STATE TOLLWAY (I-94)

Exit 132 East (Grand Avenue). Continue east for approximately 3 miles to County Street. Turn right (south) on County Street. Two-hour free parking is available in the county's parking garage 1½ blocks on your right, near County and Madison Streets.

### FROM THE SOUTH

#### VIA TRI-STATE TOLLWAY (I-94)

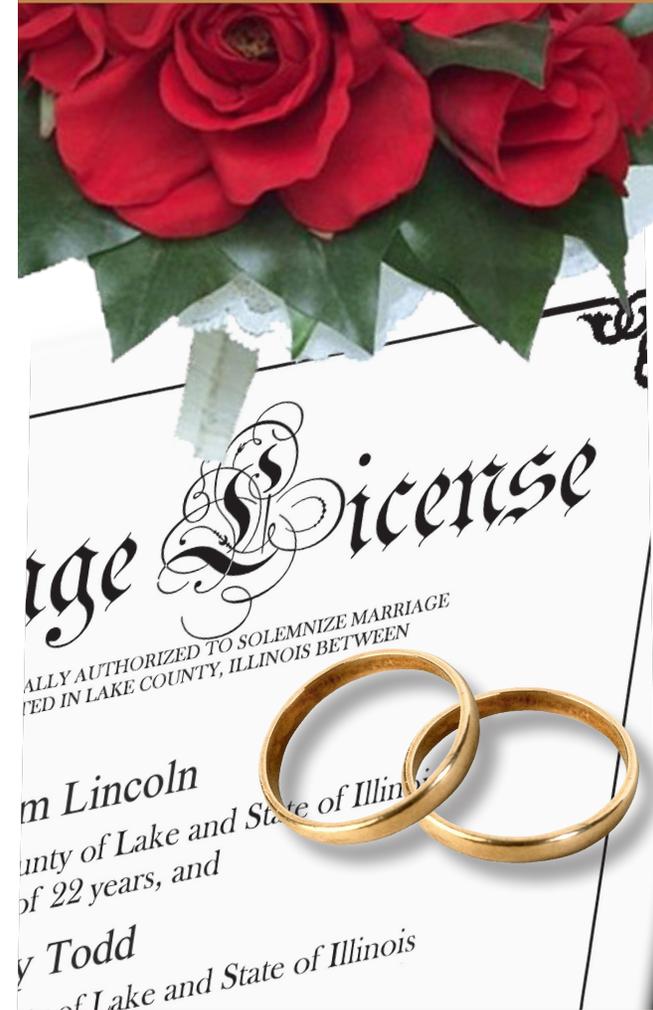
Take left fork onto US-41 N toward Waukegan and continue for 15 miles. Exit 120 East (Belvidere Road). Continue east for approximately 2.2 miles to County Street. Turn left (north) on County Street. Two-hour free parking is available in the county's parking garage 3½ blocks on your left, near County and Madison Streets.

### FRIDAY NIGHT BUILDING ACCESS

Friday night visitors to the Lake County Clerk's office must use the building's north security entrance via County Street, Martin Luther King Jr. Drive, or through the county's parking garage.



# MARRIAGE & CIVIL UNION LICENSES



**LAKECOUNTYCLERK.INFO**  
 18 NORTH COUNTY ST., ROOM 101  
 WAUKEGAN, ILLINOIS 60085  
 847.377.2400

RECORDED INFORMATION: 847.377.2402

VITALRECORDS@LAKECOUNTYIL.GOV



**LakeCounty**  
 Robin M. O'Connor  
 Lake County Clerk

## WHERE TO APPLY

Any couple wishing to have a marriage or civil union ceremony performed in Lake County, Illinois must obtain a license by appearing together in-person at the Lake County Clerk's office, 18 N. County Street, Waukegan.

## AGE AND IDENTIFICATION REQUIREMENTS

### 18 YEARS OF AGE AND OLDER

Applicants must provide proof of age and present valid identification displaying the exact name as it will appear on the license.

### 16 OR 17 YEARS OF AGE

Marriage applicants who are 16 or 17 years of age may marry in Illinois only when both parents or legal guardians complete a consent form at the time of the license application. Parental consent forms are available from the Lake County Clerk's office. Valid identification and the original birth record are required for applicants under the age of 18.

Illinois state law prohibits civil unions for anyone under the age of 18.

### ACCEPTABLE FORMS OF VALID U.S. ID:

- Driver's license,
- State identification card,
- Passport, or
- Military identification card.

If any of the above identification is not available, then applicants must present two (2) pieces of valid identification:

- Certified copy of a birth certificate (certified English translation required for foreign certificates),
- U.S. original naturalization certificate,
- Foreign passport,
- U.S. resident alien card, or
- Consulate identification card.

Affidavits or expired identification are not accepted.

## APPLICANTS MUST PROVIDE:

- Valid identification with proof of age and first, middle, and last names as they will appear on the license
- Place of birth
- Ending date and place of either applicants' previous relationship (death, dissolution, or invalidity)
- Certified death, dissolution, or invalidity record if event was within the last six months
- Third-party interpreter for applicants who do not speak or understand English

### PARENTAL INFORMATION

- First, middle, and last names (mother's maiden name)
- Current city and state of residence
- Place of birth

## PREVIOUS LEGAL RELATIONSHIPS

Both applicants must be single and free to marry.

## NON-RESIDENTS

If either or both applicants live in another state, a license will be issued only if it is not prohibited by the state of residency.

## MEDICAL TESTS

No medical tests are required in Illinois.

## VALID DATES

A license must be obtained at least one day before the ceremony and is valid for 60 days beginning the day after it is issued. If the ceremony does not take place within 60 days, the license becomes null and void.

## LICENSE FEES AND COPIES

- \$35 Marriage or civil union license
- \$10 Certified copy of record
- \$4 Additional certified copies (When purchased together)

Acceptable payment methods include:

- Check,
- Cash,
- Money order, and
- Some credit/debit cards (\$2.50 processing fee).

When the application process is complete, the couple will pay for and leave with their license. After the ceremony, officiants will complete and return the license to the Lake County Clerk's office where it will be officially recorded. Certified copies will then be mailed to the couple.

Certified copies may be ordered and paid for at the time of the license application. Copies can also be ordered online by visiting [LakeCountyClerk.info](http://LakeCountyClerk.info) and using the Vital Records form.

## CEREMONIES

### CLERGY

The Lake County Clerk's office is not an agent and cannot provide contact information for any clergy or ministers.

### JUDGES OF THE 19<sup>TH</sup> JUDICIAL COURT

- Individual ceremonies are performed weekdays at the Main Courthouse and group ceremonies on weekends at the Courthouse Tower.
- \$10 cash-only fee paid to the Circuit Court Clerk.
- You will need to bring a third-party interpreter if either applicant does not speak or understand English.
- No appointments, witnesses, or rings are required.

### JUDGES' AVAILABILITY

Lake County Main Courthouse  
18 N. County St., Waukegan  
Monday through Friday 2:30 PM to 4:00 PM

Lake County Courthouse Tower  
301 Washington St. Waukegan  
Saturday 9:30 AM to 11:00 AM  
Sunday 9:00 AM only

For information on ceremonies performed by a judge and to confirm availability, please call Court Administration at 847.377.3600.