



18 N. County St., Room 101
 Waukegan Illinois 60085
 847-377-2411
 LakeCountyClerk.info

Robin M. O'Connor
 Lake County Clerk

BIRTH RECORD REQUEST

Valid identification required. See list to the right.

\$10.00 for a certified copy.

\$4.00 for each additional certified copy of same record issued at same time.

\$4.00 for a non-certified copy stamped "for genealogical purposes" (*available only if the record is at least 75 years old.*)

Individual Named on Birth Record (*please print information and sign below*):

First Middle Last Name (at birth)

Date of Birth: _____ **Quantity:** _____

Place of Birth (City or Village): _____

Father/Co-Parent's Maiden Name:

First Middle Last (*prior to first marriage/civil union*)

Mother/Co-Parent's Maiden Name:

First Middle Last (*prior to first marriage/civil union*)

Intended use: _____

Person requesting record (*check appropriate box*):

- Individual named on record (*you must be 18 years or older*)
- Parent, Legal Guardian, or Legal Representative (*circle relationship*)
- Genealogist (*record must be at least 75 years old*)

Your Name: _____

Current Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **E-mail:** _____

I do hereby attest that as the individual requesting this record, I am legally entitled to a certified copy or a non-certified copy (if applicable) of this record either personally being of age; as a parent, guardian, legal representative, or agent of the person whose record I am requesting; as having a qualified genealogical or property right interest; or because I am otherwise entitled to the record according to the Illinois Compiled Statutes (410 ILCS 535/25). I acknowledge that an individual who commits fraudulent use of a vital record is guilty of a Class 4 Felony, punishable by up to three years imprisonment.

Signature: _____

OFFICE USE ONLY

Acceptable Forms of Identification

Must provide one (1) valid U.S. identification document

- Driver's license
- State identification card
- Passport (with signature)
- Military identification card (with signature)

If you do not have any of the above forms of identification, you must present **two (2) pieces** of the following documentation:

- Social Security Card with signature
- Certified copy of voter registration record
- Employee ID Card with photo and signature
- School ID Card with photo and signature
- Township ID Card with signature
- Certified copy of a birth certificate
Certified and properly notarized English translation required for foreign certificates
- U.S. original naturalization papers
- A valid foreign passport
- A valid U.S. resident alien card
- A valid consulate identification card
- A valid U.S. visa with photo and signature

Affidavits or **expired documents** are **not** acceptable.

Requesting a record by mail:

1. Complete all information on the request form.
2. Sign on the signature line.
3. Make legible photocopy of your identification (both sides.)
4. Write check or money order payable to "**Lake County Clerk.**"
5. Include a large, self-addressed, stamped envelope.
6. Mail all items to: Lake County Clerk
Attn: Vital Records
18 N. County St., Room 101
Waukegan, IL 60085