



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

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

**CIVIL UNION 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.

**Individuals Named on Civil Union License** *(please print information and sign below):*

**Partner A**

\_\_\_\_\_

First	Middle	Maiden Last Name (if applicable)
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**Partner B**

\_\_\_\_\_

First	Middle	Maiden Last Name (if applicable)
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**Date of Union:** \_\_\_\_\_ **Quantity:** \_\_\_\_\_

**Place (City or Village):** \_\_\_\_\_

**Person obtaining record** *(check appropriate box):*

- Individual named on record
- Parent, Brother, Sister, or Child *(circle Partner A or Partner B and relationship)*
- Other: \_\_\_\_\_

**Your Name:** \_\_\_\_\_

**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 English translation required for foreign certificates)***
- U.S. original naturalization papers
- A valid foreign passport
- A valid U.S. resident alien card, or
- 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 Street, Room 101  
 Waukegan, IL 60085