

# GENEALOGY RECORD REQUEST FORM

All genealogical birth, death and marriage records issued by the Cook County Clerk's Office are considered non-certified documents and stamped "For Genealogy Purposes Only". Under Illinois law, genealogical records are defined as:

- Birth certificates older than **75** years
- Marriage Certificates older than **50** years
- Death certificates older than **20** years.

The costs for genealogical records are: \$15.00 for the first copy (\$17.00 for death certificates), and \$4.00 for each additional copy (\$6.00 for death certificates). **The Office of the Cook County Clerk is legally mandated to charge a nonrefundable \$15 (\$17 for death certificates) records search fee.** If you are uncertain of the exact date of birth, marriage or death and want us to search more than one year, include \$1 for each additional year you want searched, up to a maximum of 10 years.

## Two ways to obtain a genealogical record:



Mail your request to:  
Bureau of Vital Records  
**ATTN: GENEALOGY UNIT**  
PO Box 641070  
Chicago, IL 60664-1070

Fill out the form on the reverse side and include:

- A check or money order payable to the Cook County Clerk
- A self-addressed stamped envelope



Visit us in person and pay with cash or debit card  
(Sorry, we can't accept Visa):  
50 West Washington Street, Chicago, Illinois, Room CL-25



David Orr  
Cook County Clerk  
Bureau of Vital Records  
50 West Washington Street, Room CL-25  
Chicago, Illinois, 60602  
(312) 603-7790 / VITAL.RECORDS@cookcountyil.gov  
[www.cookcountyclerk.com](http://www.cookcountyclerk.com)

-----Cook County Clerk David Orr, Bureau of Vital Records-----

# GENEALOGY RECORD REQUEST FORM

Your Name

First

Last

Mailing Address

Number

Street

Unit Number

City

State

Zip Code

Relationship / Telephone number

## BIRTH

# 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

## MARRIAGE

# of copies

Groom's Name

First

Middle

Last

Bride's Maiden Name

First

Middle

Last

Date of Marriage

Month / Day / Year

Place of Marriage

City or Village in Cook County

## DEATH

# of copies

Name

First

Middle

Last

Date of death

Month / Day / Year

Place of death

City or Village (in Cook County)