Application for Certified Copy of Vital Record

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Christian County Clerk & Recorder

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PLEASE NOTE: We will only issue copies of a vital record to a party entitled under Illinois Law to receive the record. An explanation of what records are available and who may receive them appears on the back of this application. The fee for a certification of either a **Birth or a Marriage record is $18.00 for the initial copy and $6.00 for each additional copy** of the same record ordered at the same time for a **Death record the fees are $22.00 for the initial copy and $10.00 for each additional copy.** If a record is searched for but is not located, a search fee of **$10.00** will apply. The fee for any Genealogical Copy (white, non-certified) is **$5.00** for the initial copy and **$2.00** for each additional copy of the same record ordered at the same time—searches are at full search fee.

A COPY OF A PHOTO-ID IS REQUIRED WITH ALL MAIL REQUESTS

Please make checks payable to: Christian County Clerk

Please check type(s) of records requested and fill out the appropriate sections- answering all **required fields** below.

BIRTH ☐ MARRIAGE ☐ CIVIL UNION ☐ DEATH ☐

Birth Records

Number of Copies: _____

Name on Record: _____

Date of Birth: _____

Father/Parent 1: _____

Mother (Maiden)/Parent 2: _____

Requested By (check one): Parent ☐ Self ☐ Agent ☐ Other: _____

Marriage/Civil Union Records

Number of Copies: _____

Date of Marriage/Civil Union: _____

Groom/Partner 1: _____

Bride (Maiden)/Partner 2: _____

Requested By (check one): Groom/Partner 1 ☐ Bride/Partner 2 ☐ Other: _____

Death Records

Number of Copies: _____

Name on Record: _____

Date of Death: _____

Requested By (check one): Spouse ☐ Other: _____

Intended Use: _____

I, the undersigned Applicant, swear/affirm that I have completed the foregoing Application for a Certified Copy of a Vital Record and that my relationship to the individual whose name appears on the record requested is correct as stated in said Application.

X_____

Applicant's Signature

_____

Driver's License Number/State Issued By/Exp. Date (attach copy)

_____

Date

_____

Email Address/Phone Number (optional but recommended)

Address Where Vital Record Should Be Mailed

Name: _____

Address: _____

_____

City, State, Zip: _____

Vital Records Guidelines

The Christian County Clerk's Office will only release certified copies or certifications of vital records upon written request to individuals who are authorized or entitled to receive them. To do otherwise is a violation of Illinois Law. Vital records are **not** considered public information, nor are they subject to the Freedom of Information Act. **NOTE:** Any person who willfully and knowingly uses or attempts to use, or furnishes to another to use for any purpose of deception, any certificate, record, report, or certified copy thereof so made, altered, amended, or mutilated; or any person who with the intention to deceive, willfully uses or attempts to use any certificate of birth or certified copy of a record of birth knowing that such certificate or certified copy was issued upon a record that is false in whole or in part or that relates to the birth of another person, is guilty of a **Class 4 Felony** in the State of Illinois.

Eligibility for Certifications of Records

BIRTHS: Before a request for a certification or certified copy can be considered, you must specify your eligibility to obtain it. Illinois Law states that certifications or certified copies of birth records may be issued only as listed below:

- Upon the specific written request for a certification or certified copy by the person whose record is requested, if of legal age (18 or older) or by a parent, if listed on the birth record; or by a legal guardian, with proof of guardianship or other legal representative of the person to whom the record relates, with notarized proof of authority; or
- Upon specific written request for a certification by a department of the State, a municipal corporation, or the federal government, presented on an official letterhead and with proper identification of the individual making the request; or
- Upon the order of a court of record.

If you are eligible, please indicate on the application your relationship to the person registered **and** your intended use of the copy. Return the application to our office with the appropriate fees and proof of identification and eligibility. If you are mailing this request, you must attach a **clear** photocopy of either a State-issued ID or Driver's License and any documentation needed as proof of eligibility. We will mail the record directly to you at your address as indicated on your proof of identification . We will not forward the record to a third party. Nor will we mail it to any address other than that indicated on your ID **unless a clear explanation of why this is necessary is provided in your request.**

This office will release a birth record to your current spouse/partner provided the following conditions are met. The request for the record must be signed by the person whose record is being issued, they must provide a photocopy of their current state-issued ID or Driver's License as proof that they are indeed making the request and a written authorization from the party whose record is to be issued specifying that they are sending their current spouse/partner to retrieve the record is to be attached in which they name/identify their spouse /partner. The Spouse/partner authorized to make the pick-up will also need to provide valid photo ID of government-issue that is current and correct. For any other authorized family member/friend or agent the authorization and records application must have notarized signatures.

DEATHS, MARRIAGES, AND CIVIL UNIONS: You must submit a written request/application providing all required information and signed by the applicant, attach valid proof of identity (photo ID of government-issue) for the applicant and pay the appropriate fees. The marriage/civil union applications are only open to those parties on the license (Bride/Groom or Partner A/Partner B). Intended use for the record is required information for all vital record certifications.

Government Agencies: We will provide verification if a record is on file. We will provide the VA with records free of charge if a written request on their letterhead is made stating the record is needed by their agency- this notice may be faxed or emailed. Any other requests for certifications to be issued to governmental agencies free of charge should be submitted to the Illinois Department of Vital Records.

We issue certifications of Births, Deaths, Marriages, and Civil Unions. If you need a certified photocopy, then you will need to specify why a certification is not sufficient for your needs. Both are recognized by law as certified, sealed records, and are legally acceptable proofs.

Genealogical (White, Non-Certified) Copies

Any Genealogical requests that do not include specific dates, names, relationship, and/or intended use are considered searches. All searches will incur a charge of $10.00 whether or not a record is located.

The **indexes** (for all vital records on file prior to 1916) are open to the public. All searches after 1916 must be done by our staff. All records issued for genealogical purposes will be clearly marked with a "Genealogical Purposes Only" stamp in the body of the record.

BIRTHS: In order to receive a non-certified birth record, the record must have been on file for at least 75 years. If the person is deceased you must complete a separate application (**SP5919B**). If the record has been on file for less than 100 years you must also provide us with proof of their death. If the record has been on file for more than a 100 years, proof of death is not required, but you must still apply via an (**SP5919B**).

DEATHS, MARRIAGES, AND CIVIL UNIONS: These records must be on file for at least 20 years prior to request to be issued non-certified. Civil Unions will not be eligible for this until June of 2031.