



Willard R. Helander
Lake County Clerk

18 North County Street
Waukegan Illinois 60085
847.377.2411
M - Th 8:30 a.m. – 5:00 p.m.
Fri 8:30 a.m. – 7:30 p.m.*
*5 p.m. if Fri. before holiday

REQUEST FOR A BIRTH RECORD

You must be 18 years or older and present proper identification.
(Please print information and sign below)

Individual named on birth record:

First	Middle	Last
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Date of birth: _____ **Number of copies:** _____

Place (City or Village): _____

Name of father: _____

Maiden name of mother: _____

The fee for a certified copy is \$8.00. Each additional copy of the same record issued at the same time is \$4.00. A record not certified, but stamped "for genealogical purposes only" is \$4.00 (available only if the record is at least 75 years old). You can pay cash or make check or money order payable to: **Lake County Clerk.**

Person obtaining record:

- Individual named on record.
- Parent, Legal Guardian, or Legal Representative. *(Circle relationship)*
- Genealogist (record must be at least 75 years old).

Your Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Signature: _____

I do hereby certify that, as the individual whose record is sought, or as the parent, guardian, or legal representative of the individual, I am legally entitled to a certified copy according to the Illinois Compiled Statutes (110ILCS 535/25).

Fraudulent use of any vital record is a Class 4 felony punishable by imprisonment of up to 3 years and a fine of \$10,000 or both. Instructions for obtaining certified copies by mail are to the right.

Deputy Clerk _____

Acceptable Forms of Identification

A valid U.S. driver's license, valid U.S. state identification card, valid U.S. passport, or valid U.S. military identification card will be accepted.

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

- 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.

Affidavits are not acceptable.

To Obtain a Copy of a Birth Record by Mail

Requests for records must include:

- Completion of this request form.
- Requestor's signature on the form.
- Legible photocopy of requestor's identification.
- Check or money order made payable to **Lake County Clerk.**
- Large, self-addressed, stamped envelope.
- Mail your request to **Lake County Clerk, attn: Vital Records, 18 North County Street, Waukegan, IL 60085.**