



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 CIVIL UNION RECORD

(Please complete the fields and sign below)

Individuals named on civil union license:

Partner A

First

Middle

Last

Partner B

First

Middle

Last

Date of union _____ **Number of copies:** _____

Place (City or Village): _____

The fee for a certified copy of a record is \$8.00. Each additional certified copy of the same record issued at the same time is \$4.00. You can pay cash or make check or money order payable to: **Lake County Clerk.**

Person obtaining record:

- Individual named on record.
- Parent, Brother, Sister, or Child of an individual named on record.

(Circle relationship)

Your Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Signature: _____

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 listed 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 Civil Union 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.**