



## ELIGIBILITY TO OBTAIN AN ILLINOIS BIRTH RECORD

Before a request for a certification, certified copy or Record of Foreign Birth can be considered (all are certified by the State of Illinois), you must specify your eligibility to obtain it. ILCS410/535/25(4) states that certifications or certified copies of birth records may only be issued upon:

- The order of a court of competent jurisdiction
- The specific written request for a certification or certified copy by the person, if of legal age (18 or older), or by a parent or other legal representative\* of the person to whom the record of birth relates; or
- The specific written request for a certification or certified copy by a department of the state, a municipal corporation, or the federal government

\*77 Illinois AdmCode 500.10 refers to "Legal representative" as

- An attorney acting on behalf of a person(s) named on a birth certificate;
- An agent authorized by power of attorney;
- A court-appointed personal representative;
- An agent with written, notarized authorization from a person(s) named on a birth certificate for the purpose of obtaining a certified copy or certification for that person; or
- Any other agent, approved by the State Registrar as a legal representative of the person to whom the birth certificate relates.

**NOTE:** Any person who, willfully and knowingly uses or attempts to use, or furnishes to another for use, for any purpose of deception, any certificate, record, report, certification 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 certification of birth or certified copy of a record of birth knowing that such certification 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 (ILCS 410/535/27(f)).

### ACCEPTABLE PROOF OF ID

If you do not have a NON-EXPIRED, GOVERNMENT ISSUED PHOTO ID, such as a driver's license (if yours has an extension sticker, copy both sides of it) or state issued photo identification (ID), we need TWO pieces of documentation with your name, one of which must show your current address, to prove your identity. ONE piece of documentation can be a bill or other mail. The OTHER piece of documentation must be one of the following items listed below:

- **Medical/car insurance card**
- **Credit card statement**
- **Paycheck stub with imprinted information**
- **Voter's registration card**
- **Car registration paperwork**
- **Bank statement**
- **Public assistance card**
- **Active duty military ID w/ issued and expiration dates**

### SOCIAL SECURITY CARDS ARE NOT ACCEPTABLE

Matrícula Consular card issued after October 2006 is acceptable on its own. However, if issued prior to October 2006, we need ONE additional type of documentation showing current address as noted above. If you do not have any of the items listed above, please submit a copy of a current utility bill (electricity, cellular phone, water, etc.) showing your name and current address.

If you are currently incarcerated, you can submit a dated copy of your prison intake/offender summary sheet containing your photo. If you have been released from prison within the last six months, a copy of the release papers along with the prison photo ID will be accepted.

If you are writing from a state or federal agency, you can submit a copy of your photo work badge.



# Illinois Department of Public Health APPLICATION FOR SEARCH OF BIRTH RECORD FILES

The state began recording birth records on January 1, 1916.

The Division of Vital Records offers the choice between two types of birth records. IL Law (ILCS410/535/25(1)) requires advance payment for search of files. This \$10.00 search fee is non-refundable.

Additional copies of the same record requested at the same time are \$2.00 each. Please indicate below the type and number of copies requested, and **return this form with the proper fee and a legible copy of your non-expired, government issued photo ID.**

**DO NOT SEND CASH** – Make check or money order payable to: **ILLINOIS DEPARTMENT OF PUBLIC HEALTH**

<p style="text-align: center;"><b>CERTIFIED (8.5 x 11 in size)</b>  <b>\$15.00 first copy    \$2.00 each additional copy</b></p> <p>Amount enclosed \$ _____ for _____ total copies</p>	<p style="text-align: center;"><b>CERTIFICATION (Abstract 6 x 8.5 in size - may not list parents' names)</b>  <b>\$10.00 first copy    \$2.00 each additional copy</b></p> <p>Amount enclosed \$ _____ for _____ total copies</p>
<p style="text-align: center;"><b>FOREIGN BIRTH/ADMINISTRATIVE FOREIGN BIRTH (births of adopted persons born outside of the U.S. who were re-adopted in Illinois either through the court system or administratively) RECORD (8.5 x 11 in size) \$5.00 each copy</b></p> <p style="text-align: center;">Amount enclosed \$ _____ for _____ total copies</p>	

<b>FULL NAME</b>	First	Middle	Last name prior to first marriage/civil union
<b>PLACE OF BIRTH</b>	Hospital	City or Town	County                      State
<b>DATE OF BIRTH</b>	Month    Day    Year	<b>SEX</b>	<b>BIRTH FILE NUMBER, IF KNOWN</b>
<b>FATHER/CO-PARENT'S NAME</b>	First	Middle	Last name prior to first marriage/civil union                      Current legal last name
<b>MOTHER/CO-PARENT'S NAME</b>	First	Middle	Last name prior to first marriage/civil union                      Current legal last name

<b>INDIVIDUAL REQUESTING COPIES</b>	<b>MAIL RECORD(S) TO: (If other than applicant)</b>
PRINT NAME _____	NAME _____
STREET ADDRESS _____	AGENCY _____
CITY _____ STATE _____ ZIP _____	STREET ADDRESS _____
YOUR RELATIONSHIP TO PERSON _____	CITY _____
INTENDED USE _____	STATE _____ ZIP _____
SIGNATURE _____	

**NOTE:** Birth Certificates are confidential records and copies can **only** be issued to persons entitled to receive them (for a complete list, see other side). The application must indicate the requestor's relationship to the person and the intended use of the document. (SEE OTHER SIDE)

**MAIL TO: Illinois Department of Public Health, Division of Vital Records, 925 E. Ridgely Avenue, Springfield, IL 62702-2737**  
**For more information - [www.idph.state.il.us/vitalrecords/index.htm](http://www.idph.state.il.us/vitalrecords/index.htm)**