



MADISON COUNTY CLERK'S OFFICE

Debra D. Ming-Mendoza, County Clerk

P. O. BOX 218 – 157 N. MAIN STREET STE 109
EDWARDSVILLE, IL. 62025
PHONE (618) 692-6290 FAX (618) 692-8903

COUNTY VOTERS
REGISTRATION OFFICER
CLERK OF COUNTY BOARD

Enclosed for your convenience is a brochure “Information on Obtaining Your Civil Union License in Madison County”. This contains the information necessary to apply for a civil union license in Madison County.

I have also enclosed an application for a civil union license. If you will be obtaining your license in the County Clerk’s Office, please complete this form and return it to my office by mail or fax. By having your document prepared ahead of time you will save anywhere from 30 minutes to an hour wait when you come in.

Civil Union Licenses are issued between 8:30 a.m. and 4:30 p.m., Monday through Friday, excluding holidays. Civil Union Licenses are issued during these hours.

I would like to offer my sincere congratulations on your forthcoming civil union.

Sincerely,

**Debbie Ming-Mendoza
Madison County Clerk**



Information on obtaining a

Civil Union License

in

Madison County, Illinois

This brochure provided by the office of:

Debbie Ming-Mendoza

Madison County Clerk

157 N. Main Street, Suite 109

P.O. Box 218

Edwardsville, Illinois 62025

Phone (618) 692-6290

INFORMATION ON OBTAINING YOUR CIVIL UNION LICENSE IN MADISON COUNTY

WHERE TO APPLY:

Office of Debbie Ming-Mendoza, Madison County Clerk, Administration Building, 157 North Main, Suite 109, Edwardsville, IL, 62025

Civil Union Licenses are issued between 8:30 A.M. and 4:30 P.M., Monday through Friday. The County Buildings are closed for the following holidays:

New Year's Day, Martin Luther King, Lincoln's Birthday, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day & Friday, and Christmas. Please call to determine what day the holiday will be celebrated.

WHEN TO APPLY:

Both parties must appear at the Office of the County Clerk. The license must be obtained at least 1 day prior to being used. The license is void 60 days after the effective date. The license must be used in Madison County.

FEE:

The fee for a civil union license is \$35.00, CASH, checks are not accepted.

QUALIFICATIONS:

AGE REQUIREMENT:

In order to enter a civil union in Illinois, you must be at least 18 years of age.

PROOF OF AGE:

It will be necessary to show proof of age when applying for a civil union license. A valid Driver's License or State ID is acceptable.

NON-RESIDENTS:

Non-residents cannot obtain a civil union license if the said civil union would be void in their state.

USE OF CIVIL UNION LICENSE:

The license becomes valid the day after it is issued and is valid for 60 days. You must have the civil union certified in Madison County. A person referred to as the officiant will certify the Civil Union.

WHO CAN CERTIFY A CIVIL UNION:

A civil union may be certified by a judge, a retired judge of a court of record or in accordance with the rules of any religion, Indian Nation or Tribe provided that any required officiant is in good standing.

RETURN OF LICENSE:

The Officiant to the ceremony must return the license to the County Clerk's Office within 10 days after the date of the civil union. A return envelope is provided.

CIVIL UNION BY A JUDGE:

If you wish to have your ceremony performed by a judge, arrangements must be made with the Chief Judge's Office by calling 296-4580. Civil unions are performed at the courthouse on Friday. After paying the required \$10.00 judges' fee in the Circuit Clerk's Office, Room 118 in the courthouse, you will be directed to the court room where ceremonies are performed.

OBTAINING A CERTIFIED COPY:

A copy of your civil union license issued in Madison County may be obtained from the County Clerk's Office. Include both party's names, the date of civil union and the fee of \$20.00. Additional copies of the same license may be obtained for \$8.00 each. Address your request to:

Debbie Ming-Mendoza
Madison County Clerk
PO Box 218
Edwardsville IL 62025

PUBLISHING NAMES IN NEWSPAPERS

The names of couples who apply for civil union licenses are published in area newspapers.

BRIDE
 SPOUSE **A**

2a. RESIDENCE — STREET AND NUMBER OR R.F.D.		2b. CITY, TOWN, TWP., OR ROAD DIST. NO.		2c. COUNTY		2d. STATE			
3a. DATE OF BIRTH (MONTH, DAY, YEAR)		3b. AGE	3c. SEX	3d. BIRTHPLACE (STATE OR FOREIGN COUNTRY)		4. SOCIAL SECURITY NUMBER		5. USUAL OCCUPATION	
6a. PARENT'S NAME (FIRST, MIDDLE, LAST / MAIDEN, IF APPLICABLE)				6b. ADDRESS				6c. BIRTHPLACE (STATE OR FOREIGN COUNTRY)	
7a. PARENT'S NAME (FIRST, MIDDLE, LAST / MAIDEN, IF APPLICABLE)				7b. ADDRESS				7c. BIRTHPLACE (STATE OR FOREIGN COUNTRY)	

GROOM
 BRIDE
 SPOUSE **B**

8a. NAME		FIRST		MIDDLE		LAST		8b. LAST NAME ON BIRTH CERTIFICATE	
9a. RESIDENCE — STREET AND NUMBER OR R.F.D.		9b. CITY, TOWN, TWP., OR ROAD DIST. NO.		9c. COUNTY		9d. STATE			
10a. DATE OF BIRTH (MONTH, DAY, YEAR)		10b. AGE	10c. SEX	10d. BIRTHPLACE (STATE OR FOREIGN COUNTRY)		11. SOCIAL SECURITY NUMBER		12. USUAL OCCUPATION	
13a. PARENT'S NAME (FIRST, MIDDLE, LAST / MAIDEN, IF APPLICABLE)				13b. ADDRESS				13c. BIRTHPLACE (STATE OR FOREIGN COUNTRY)	
14a. PARENT'S NAME (FIRST, MIDDLE, LAST / MAIDEN, IF APPLICABLE)				14b. ADDRESS				14c. BIRTHPLACE (STATE OR FOREIGN COUNTRY)	
15. IF PARTIES ARE RELATED TO EACH OTHER — SPECIFY RELATIONSHIP									

Daytime phone number _____

Place of Marriage (city) _____

Who will perform the ceremony _____

Date of Marriage _____

INFORMATION FOR STATISTICAL PURPOSES ONLY

RACE	EDUCATION (SPECIFY HIGHEST GRADE COMPLETED)		NUMBER OF THIS MARRIAGE	IF PREVIOUSLY ENTERED INTO A MARRIAGE/CIVIL UNION — LAST MARRIAGE/ CIVIL UNION ENDED BY DEATH, DISSOLUTION OR INVALIDITY OF MARRIAGE/CIVIL UNION		
	SPECIFY (E.G., WHITE, BLACK, AMERICAN INDIAN)	ELEMENTARY OR SECONDARY (0-12)		COLLEGE (1-4 OR 5+)	SPECIFY HOW	SPECIFY WHEN (MONTH, DAY, YEAR)
GROOM/BRIDE/SPOUSE A	28.	29.	30a.	30b.	30c.	30d.
GROOM/BRIDE/SPOUSE B	31.	32.	33a.	33b.	33c.	33d.
34. OF HISPANIC ORIGIN? SPECIFY NO OR YES. IF YES, SPECIFY. (E.G., CUBAN, MEXICAN, PUERTO RICAN)			34a. <input type="checkbox"/> NO <input type="checkbox"/> YES SPECIFY:		34b. <input type="checkbox"/> NO <input type="checkbox"/> YES SPECIFY:	