

Request for Search and/or certified copy of Birth, Death, Marriage or Civil Union Record

Today's Date: _____ Number of certified copies requested: _____

Full Name (or Names) on Record: _____

Type of Record Requested (Check appropriate box): Birth Death Marriage Civil Union

Date of Event: _____

City Where Event Occurred: _____

For Birth Records Only: Father's Name: _____

Mother's Maiden Name: _____

FOR BIRTH RECORDS ONLY: In order for your request to be processed, you must furnish this office with a photo copy of your Driver's License or State I.D. card. If one of these forms are not available, you must submit three other LEGITIMATE photo copies. The following forms may be used: Insurance card, Voter Registration card, Social Security card, Car Registration, recent check stub, or Department of Public Aid ID card. The fee for a certified birth record is \$20.00. Additional copies of the same record issued at the same time are \$8.00 each. Any individual under the age of 18 cannot secure a certified copy of their birth record.

Applicant's Signature: _____

Applicant's Address: _____

Applicant's Relationship to Person: (Self if applicable) _____

Death Records: Identification is required. The fee for a certified death record is \$23.00. Additional copies of the same record issued at the same time are \$8.00.

Genealogy Records: No identification is required. The fee for a genealogy record is \$12.00. Additional copies of the same record issued at the same time are \$8.00.

Marriage or Civil Union Records: No identification is required. The fee for a certified record is \$20.00. Additional copies of the same record issued at the same time are \$8.00.

FOR OFFICE USE ONLY

_____ # of Certified Copies _____ Record # _____ Initials

ID# _____

Please mail or bring this form to:

Debra D. Ming-Mendoza
Madison County Clerk
157 N. Main Street STE 109
P.O. Box 218
Edwardsville, IL 62025-0218

Proper Identification is Required for Birth Records

Madison County Birth, Death, and Marriage records are kept in the County Clerk's office.

Birth records begin in the late 1800's.

Death records begin in 1878.

Marriage records begin in 1813. NOTE: Records on file from 1813 through 1877 show only the name of the bride and groom, date of marriage, and name of person who performed the ceremony). 1878 records show only limited information. 1879 through the present are complete actual marriage licenses.

Genealogists may personally use the birth indexes prior to 1916 only. They may look at death indexes prior to 2008.

ILCS410/535/25/4(d) states that copies of death or fetal death records may be issued upon:

- The specific written request for an uncertified or certified copy by a person, or his duly authorized agent, having a genealogical, (record must be over 20 years old), personal or property right interest in the record.

If information is wanted from a given record, the person must obtain a certified copy of the record.

Individuals must be 18 years of age or older to obtain any vital record. The only exception is a minor mother may obtain her child's birth record.

Copies of birth records will only be issued if the requestor's name appears on the birth record. This could be either as a parent or as the child's name that appears on record.

If you have any questions regarding the procedures required to obtain vital record information, please feel free to contact the Madison County Clerk's Office at (618) 692-6290.