

## VITAL RECORDS GUIDELINES

According to Illinois State Law (410 ILCS 535-Vital Records Act) only specific individuals have legal access to birth, death, or marriage certificates. The Iroquois County Clerk's Office will issue certificates to authorized individuals **ONLY**. To do otherwise is a violation of Illinois law. Vital Records are not considered public information, nor are they subject to the Freedom of Information Act. Copies can be obtained in person or by mail.

### **To obtain a certified birth record you must be:**

- ◆ Of legal age (18 or an emancipated minor) if requesting your own.
- ◆ The mother of the child whose certificate is being requested.
- ◆ The father of the child, **if listed** on the certificate.
- ◆ A legal guardian with **court** documentation.
- ◆ An agent having a **Notarized** letter from any of the above, authorizing your access to the record.
- ◆ Other legal representative, i.e. attorney acting on behalf of a person, an agent authorized by a power of attorney, and agent approved by the State Registrar as a legal representative.
  
- ◆ **NOTE: Photo identification is required.**
- ◆ **NOTE: if a birth record has been on file for 75 years or longer **anyone** is able to receive a non-certified copy stamped "For Genealogical Purposes Only".**
  
- ◆ Fee - \$12 for 1<sup>st</sup> copy (certified), \$2 for each additional copy (certified) of same record.  
\$3 for genealogy (non-certified) copy - record must at least 75 years old.
  
- ◆ Mail written request to Iroquois County Clerk  
1001 E Grant Street  
Watseka, IL 60970
  
- ◆ Include the following information with your request:
  1. Full name at birth
  2. Date of birth
  3. Parents names including mother's maiden name
  4. Reason for request (job, travel, business, etc.)
  5. Photo copy of drivers license or other photo ID
  6. Payment - personal checks accepted. Credit cards not accepted
  7. Telephone number or email address so that you can be contacted if necessary
  8. Return address

**To obtain a certified birth record of a deceased person, a separate form is required.**

**\*\*separate form not required for births prior to 1916\*\***

**Please contact County Clerk's Office for further information.**

**To obtain a certified death record, you must be:**

- ◆ The informant listed on the death certificate.
- ◆ The next of kin.
- ◆ Someone who has a personal, genealogical, or property right interest in the record.
- ◆ **NOTE:** if a death record has been on file for 20 years or longer anyone is able to receive a non-certified copy stamped “For Genealogical Purposes Only”.
  
- ◆ Fee - \$24 for 1<sup>st</sup> copy (certified), \$4 for each additional copy (certified) of same record.  
\$3 for genealogy (non-certified) copy - record must be at least 20 years old
  
- ◆ Mail written request to Iroquois County Clerk  
1001 E Grant Street  
Watseka, IL 60970
  
- ◆ Include the following information with your request:
  1. Full name of deceased
  2. Date of Death
  3. Payment - personal checks accepted. Credit cards not accepted
  4. Telephone number or email address so that you can be contacted if necessary
  5. Return address

**To obtain a certified marriage application, you must be:**

- ◆ The bride or groom. The parents of either.

**To obtain a certified marriage license you must be:**

- ◆ No statutory regulations. Anyone is allowed to request a copy of the license only.
- ◆ **NOTE:** if a marriage record has been on file for 50 years or longer **anyone** is able to receive a non-certified copy stamped “For Genealogical Purposes Only”.
- ◆ Fee - \$12 for 1<sup>st</sup> copy (certified), \$2 for each additional copy (certified) of the same record.  
\$3 for genealogy (non-certified) copy - record must be at least 50 years old.
  
- ◆ Mail written request to Iroquois County Clerk  
1001 E Grant Street  
Watseka, IL 60970
  
- ◆ Include the following information with your request:
  1. Name of groom. Name of bride prior to the marriage
  2. Date of marriage

3. Payment - personal checks accepted. Credit cards not accepted
4. Telephone number or email address so that you can be contacted if necessary
5. Return address