



## VITAL RECORD CERTIFIED COPY REQUEST

Circle one: Birth      Death      Marriage      Civil Union

Name on Certificate \_\_\_\_\_

(Legal name at birth or death, or for a marriage or civil union certificate request, full names of both parties)

Date of Event \_\_\_\_\_ Place of Event \_\_\_\_\_

Parent/Father name and birth date \_\_\_\_\_

(Required to order a birth certificate)

Parent/Mother maiden name and birth date \_\_\_\_\_

(Required to order a birth certificate)

Your relationship to person named on certificate \_\_\_\_\_

Number of certified copies \_\_\_\_\_

***Birth documents maximum request is three copies of the same certificate. If more are needed, contact this office. Marriage, civil union and death records, no limit.***

**FEE:** Birth, Marriage, Civil Union records: \$16.00 for 1<sup>st</sup> copy, additional copies \$6.00 each of same certificate.

Death records: \$20.00 for 1<sup>st</sup> copy, additional copies \$10.00 each of same certificate.

**DOCUMENTATION:** One readable photocopy of both sides of your valid Driver's License, State I.D., Matricula or photocopy of Passport is required with your order. ID's must be **VALID** and **NOT EXPIRED**. If you do not have one of these forms of ID, please call our office: (630) 232-5950.

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### Applicant Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_

Daytime phone number \_\_\_\_\_

I affirm, under the penalty of perjury, that the representations made on this application are true to the best of my knowledge and belief.

Signature \_\_\_\_\_ Date \_\_\_\_\_

***Please make check payable to: Kane County Clerk***

***Send form, copy of ID and payment to: Kane County Clerk, 719 S. Batavia Ave. Bldg. B  
Geneva, IL 60134***