

# UP FRONT



Newsletter from John A. Cunningham, Kane County Clerk

## DOCUMENTS AVAILABLE ELECTRONICALLY AT THE COUNTY CLERK'S OFFICE

Tracy Erickson has been with the Kane County Clerk's office since 2003. She started in Vital Records scanning death certificates. As the years went on she became more and more involved and familiar with other forms of indexing, scanning, editing, and filing and became very interested in document preservation and records management. In 2010 a Librarian position was formed.

Tracy has served as the County Clerk Librarian for 7 years. The main responsibility of the Librarian is to organize and maintain all documents stored in the County Clerk's office with the exception of birth, marriage, death and assumed name certificates. Tracy is required to prep, sort, index, scan and file multiple documents in electronic and paper form from vital records, tax extension, County Board, and many County offices, as well as any special research projects. Records management is another responsibility of the Librarian. Tracy is responsible for labeling boxes and maintaining various document disposal dates of County records to be destroyed accord-



*Continued on page 3....*



## Do you have a Marriage or Civil Union Ceremony Soon?



Planning a special event can get really busy, and even when you make a list and check it twice, sometimes the most important item that is overlooked is obtaining the marriage/civil union license from the County Clerk's office. If you are having your ceremony in Kane County, you have to obtain a license from the Kane County Clerk's office before your ceremony date. Once the license is issued, your ceremony must take place within 60 days. There is a one-day waiting period, so you must come in no later than the day before your ceremony.

The following is a helpful checklist for this process:

Check your calendar and plan to come to the clerk's office within 60 days of your ceremony date. Remember there is a one day waiting period. The County Clerk's office is open Monday thru Friday, but not open on the weekends. On Wednesday evenings, the County Clerk's office is open until 8 p.m.

Both parties have to come to our office together to complete the application.

Both parties must have a valid government issued photo ID and be 18 years of age. Please see our website [www.kanecountyclerk.org](http://www.kanecountyclerk.org) for a list of acceptable forms of identification to obtain a marriage or civil union license. If you are under the age of 18, please contact our office.

The fee for a license is \$32.00 in CASH. No personal checks, money orders, or credit/debit cards will be accepted.

If you have been divorced or widowed within 6 weeks prior to the application date, please bring the certified documents with you for the application process. If the events were over 6 weeks prior, then simply a date, county and state where the event was filed will be necessary.

Please allow about 30 minutes for the application process.

Once the application process is complete, you will be given a packet along with instructions to provide to whomever will be performing the ceremony. Ceremonies can be performed either through the court, or in a private ceremony by a member of the clergy, or by a retired judge. The ceremony must take place in Kane County.

If your ceremony is through the court system, instructions will be provided to you with information regarding the court ceremonies. A court ceremony is \$10.00 in CASH and will be payable at the courthouse on the day of your ceremony.

After your ceremony takes place and is filed, you will be able to obtain certified copies of your license.

Please remember: the application process is important and must be accurate. We ask that you arrive no later than one half hour prior to our closing time so that we have ample time to complete the application process. If you have any questions, contact our office for further information at (630)232-5950. We are here to assist you!

**“UP FRONT”**, a bi-monthly newsletter will be posted on the Kane County Clerk's website. If you prefer to receive newsletter via e mail, please contact Susan at: [ericsonsusan@co.kane.il.us](mailto:ericsonsusan@co.kane.il.us)

# IDENTIFICATION REQUIREMENTS

## DEATH CERTIFICATES

- To obtain, you must show proof of relationship to the deceased or a legal need for the record. In addition please provide:

One form of ID is required if providing one of the following IDs:

- State drivers license
- State issued identification
- U.S. passport or foreign passport (Must be readable, must have issue and expiration dates.)
- Matricula Consular  
Permanent Resident Card

- OR -

**IF YOUR ID IS EXPIRED OR YOU HAVE LOST YOUR ID - You will need 2 pieces of documentation. The first piece of documentation can be a bill (i.e. a utility bill, examples are electricity, cell phone or water bill) or other mail showing your name and current address. The second item must be one of the following items:**

- Current Voter registration card
- U.S. Armed Forces identification card (with issue and expiration dates)
- Medical / Car insurance card
- Bank statement (issued within past 90 days)
- Vehicle registration card
- Credit Card statement
- Paycheck Stub with imprinted information

Public assistance card

**All ID's will be reviewed at time of request as to their acceptability.**

**NOTE: Documentation submitted other than what is listed above will be reviewed at time of request as to the acceptability of the information provided.**

## ***ELECTRONIC DOCUMENTS***

*Continued from page 1...*

In 2008, as part of Clerk Cunningham's program for transparency, the office implemented the first virtual library system, E-File. It was perfect for what was needed at the time. We could create folders, index information, scan documents, and edit information, but due to the large amount of data being added, our office quickly outgrew the system's capacity.

The Kane County IT Department at that time was implementing a new software program called Laserfiche. The Laserfiche Rio software system helped address document imaging and document management needs and requirements throughout the County. Laserfiche Rio is an ECM (Enterprise Content Management) infrastructure system developed by Laserfiche, based out of Long Beach, California. As the name implies, ECM software helps to manage content but Laserfiche Rio also provides workflow, business process management, forms processing, and records management capabilities.

The Kane County Clerk's Office was one of the first County offices to implement Laserfiche within their entire office. In April of 2013 Laserfiche was implemented and has made the Librarian job more efficient. With more storage and the ability to perform job responsibilities (indexing, scanning, editing etc.) easier, it has also made searching and retrieving information considerably faster. Since April of 2013, Tracy has scanned over 385,000 images into Laserfiche.

In order to maintain quality control of all documents another staff member verifies the records to ensure accuracy and completeness.

Last year, Tracy graduated from a special Library Science program offered by Waubensee Community College. She received a Bachelor's degree in Library Science and graduated with honors. She is a

**Aurora Social Security Administration, (877) 274-5412, 1325 N. Lake St., Aurora IL 60506**

**Elgin Social Security Administration, (877) 405-0435, 790 Fletcher Dr., Elgin IL 60123**

# ELECTIONS DEPARTMENT

## Consolidated Election, Tuesday April 4, 2017

### 2017 Consolidated Election News:

Results of the Consolidated Primary are in and we will begin mailing the Consolidated ballots to fill the many Vote by Mail requests starting March 10<sup>th</sup>.

This Consolidated Election involves schools, parks, libraries, roads, fire, forest preserve and some special district candidates, which affect our daily lifestyle. Mayors, Clerks and Treasurers for the Cities of Batavia, Geneva, and St. Charles, along with Ward Aldermen are up for election. Other offices up for election are Elgin City Councilmen, Township Supervisors, Township Clerks, Township Assessors, Highway Commissioners and Township Trustees. Candidates for Village President, Village Trustee, Park District Commissioner, School District Board Members, and Library Trustees are running for office.

Eight resolutions and one public question will be on this ballot for: Hampshire Fire Protection District; Burlington Community Fire Protection District; Pingree Grove & Countryside Fire District; Fox River & Countryside Fire Rescue District; Kane County Forest Preserve; Village of Wayne; Elgin Township, and the Geneva Public Library District.

The last day to register to vote is March 7<sup>th</sup>, however, residents who miss this deadline may utilize grace period registration and voting at our office, the many Early Voting Sites and Election Day polling places.

### BE PREPARED! REGISTER TO VOTE

A person can register to vote by mail or in person. You must provide 2 acceptable forms of ID when registering. Registering by mail requires the completion of the mail in registration form provided on the Kane County Clerk's web page and two acceptable forms of ID.

Information on Acceptable forms of ID's, (Public Act 83-0258) can be found on our website, [www.kanecountyelections.org](http://www.kanecountyelections.org).

To be eligible to vote you must be a US citizen, **18 years old** by the next election, and have resided in the precinct for **30 days** prior to the next election.

Voters who have changed their name since registering to vote must re-register to vote. **Grace Period** registration is for persons who missed the deadline to register to vote. During Grace Period registration you may register to vote at the Kane County Clerk's office from the 27th day through the 3rd day prior to the election. If you register to vote during grace period and want to vote in the upcoming election, you **MUST** vote at the time of registration.

### 2017 CONSOLIDATED ELECTION

### EXTENDED GRACE PERIOD REGISTRATION & VOTING

ONLY AT THE KANE COUNTY ELECTIONS  
MAIN OFFICE)

WEDNESDAY, MARCH 8, 2017 THROUGH  
MONDAY, APRIL 3, 2017

### EARLY VOTING PERIOD

ONLY AT THE KANE COUNTY ELECTIONS  
MAIN OFFICE)

FRIDAY, MARCH 10, 2017 THROUGH  
MONDAY, APRIL 3, 2017

### EARLY VOTING & GRACE PERIOD REGISTRATION & VOTING

(AT ALL EARLY VOTING POLLING PLACES)  
MONDAY, MARCH 20, 2017  
MONDAY, APRIL 3, 2017

ISSUE VOTE BY MAIL BALLOT  
MARCH 10, 2017 -  
MARCH 27, 2017 (FOR MILITARY / OVER-  
SEAS)