



**LAUREN STALEY FERRY**  
WILL COUNTY CLERK

WILLCOUNTYCLERK.GOV

302 N. CHICAGO STREET, JOLIET, IL 60432  
COCLRK@WILLCOUNTY.GOV  
815-740-4615  
FAX: 815-740-4699

**Office Hours:**  
*Monday – Friday 8:30 am – 4:30 pm*  
*\* Holiday Exceptions*

**Birth Certificates** are not public records due to privacy rights and fraud prevention, and only the following are entitled to receive certified copies:

- The person named on the record if 18 years or older
- The parent(s) shown on the record (not stepparents)
- A legal guardian or legal representative of the child providing written evidence of guardianship or legal representation.

For Genealogy purposes record must be 75 years or older. Records start in Dec. 1877.

**Fee:** payable in cash, check, money order, or credit/debit (service fee applied)  
\$9.00 for one certified copy.  
\$4.00 for additional certified copies of the same record issued at same time.

**Identification:**

Must have a valid photo ID. Check box for homeless

*(Please print all information except your signature.)*

**Name on Birth Record:**

\_\_\_\_\_  
First Middle Last

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Place of Birth:** \_\_\_\_\_

**Number of copies requested:** \_\_\_\_\_

**Parent(s) Listed on Birth Record:**

\_\_\_\_\_  
Father

\_\_\_\_\_  
Mother's Maiden Name (when applicable)

**Must Check Box Below to Release Document.**

**Relationship:**

- Please (✓) appropriate box:
- Myself (18 yrs. or older)
  - Parent
  - Legal Guardian
  - Legal Representative

**Purpose:**

- Please (✓) appropriate box:
- School
  - Job
  - Travel
  - Genealogy
  - Insurance
  - Retirement
  - Other

Revised 09/2021

**Fraudulent use of any vital record is a Class 4 felony punishable by imprisonment of up to 3 years and a fine of \$10,000 or both. (410 ILCS 535/25)**

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Address (\_\_\_\_) \_\_\_\_\_  
Phone

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Your Signature (required)

**To obtain a certified copy of a Birth Record by mail:**

- Complete this request form.
- Your request must be signed by you.
- If you are a legal representative (attorney, legal court appointed guardian, etc.) of the person whose name appears on the birth record, you must provide authorizing documents.
- For Homeless individuals provide verification of housing status.
- **Send a photocopy of your identification with your signature on it.**
- Include your check or money order (exact amount) made payable to:  
**Will County Clerk**
- Mail your request to:  
**Will County Clerk**  
**302 N. Chicago Street**  
**Joliet, Illinois 60432**

**\*Acceptable Forms of Valid Identification**

Illinois Driver's License  
Illinois State Identification Card  
Out-of-State Driver's License or ID Card  
U.S. Military Identification Card  
U.S. Naturalization Certificate  
U.S. Passport

**For Office Use Only:** ID # \_\_\_\_\_

Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

ID? [ ] YES [ ] NO 2<sup>nd</sup> Signature? [ ] YES [ ] NO

Certificate # \_\_\_\_\_ # of copies \_\_\_\_\_

Processed by: \_\_\_\_\_ Proofed by: \_\_\_\_\_

Date Mailed: \_\_\_\_/\_\_\_\_/\_\_\_\_ Stamped Genealogical Only