

# CIVIL UNION RECORD REQUEST FORM

To obtain a copy of a civil union record from the Cook County Clerk's Office, please read the following: Certified copies of civil union records cost **\$15 for the first copy, which is nonrefundable if no record is found** and a Certification That No Record Was Found is issued, and \$4 for each additional copy of the same record.

## Four ways to obtain a civil union record:



**Mail your request to:**  
Bureau of Vital Records  
PO Box 641070  
Chicago, IL 60664-1070

Fill out the form on the reverse side and include:

- A check or money order payable to the Cook County Clerk
- A photocopy of your photo identification (e.g. driver's license, or State issued identification, etc.)
- A self-addressed stamped envelope



**Call our Vital Chek Hotline:**  
(866) 252-8974  
Charge your order to a major credit card for an additional fee.



**Go to a Local Currency Exchange:**  
Call (847) 759-8905 for Currency Exchange locations and hours  
Obtain your record for an additional \$5 fee.



**Visit us in person and pay with cash or debit card**  
(Sorry, we can't accept Visa):  
118 N. Clark Street, Chicago, Illinois, Room 120  
Or, visit one of our five suburban offices.  
Call (312) 603-7790 for locations and hours.

# CIVIL UNION RECORD REQUEST FORM

\_\_\_\_\_ **# of copies**

**Partner A's Name**

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

**Partner B's Name**

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

**Date of Union**

\_\_\_\_\_ Month / Day / Year

**Place of Union**

\_\_\_\_\_ City or Village in Cook County

**Your Name**

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

**Signature**

**Mailing Address**

\_\_\_\_\_ Number Street Unit Number

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

\_\_\_\_\_ Relationship / Telephone number

**\*if requesting the document by mail, please include: 1) a check or money order; 2) a photocopy of your photo identification; 3) a self-addressed stamped envelope**

How would you like to receive this document?

- Mail it to me
- I'll wait for it
- I'll pick it up later



**Karen A. Yarbrough**  
Cook County Clerk  
Bureau of Vital Records  
118 N. Clark Street, Room 120  
Chicago, Illinois 60602  
(312) 603-7790 / VITAL.RECORDS@cookcountyil.gov  
[www.cookcountyclerk.com](http://www.cookcountyclerk.com)