



RECORDINGS

OFFICE OF COOK COUNTY CLERK KAREN A. YARBROUGH

118 N. Clark Street, Room 120, Chicago, Illinois 60602

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Indexing Correction Request Form

Please complete this form in full and email to clerk.recordings@cookcountyil.gov with subject line: Attention DATABASE MANAGEMENT. This form is specifically for requesting a correction of possible indexing error by our staff concerning your recorded document. Upon receipt our staff will review the request and if necessary, make the change as requested. Thank you from our library staff.

Date of Request

Property Index Number (PIN) on Website

Street Number and Name

City, State, & Zip Code

Name of Requesting Customer

Phone Number of Requesting Customer

Property Owner Name (if different)

Email Address of Requesting Customer

Document #: _____

Document Type: _____

Document #: _____

Document Type: _____

PLEASE EXPLAIN THE REASON FOR THIS REQUEST (THE DISCREPANCY BETWEEN THE WEBSITE AND THE DOCUMENT, AND HOW IT SHOULD ACTUALLY BE INDEXED)

CUSTOMERS PLEASE DO NOT WRITE BELOW - FOR CLERK'S OFFICE USE ONLY

Date Request Received

Clerk's Staff Member Received By

ID Type Verified

Date Processed by DBM

Completed by DBM Staff Member

Cust. Contacted