



## MARRIAGE OR CIVIL UNION RECORD REQUEST FORM

To obtain a copy of a marriage or civil union record from the Cook County Clerk's Office, please read the following: Certified copies of marriage or 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.

### Two types of certificates:

#### Standard Certificate

\$15 for 1 standard certificate  
8" x 10"

#### Wallet Certificate

\$15 for a set of 2 wallet certificates  
Official embossed certificates  
Credit Card size

#### Four ways to obtain a Standard Certificate:

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

Fill out the form below and include:

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

**CALL** our VitalChek 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 or credit card:

118 N. Clark St., Room 120, Chicago, Illinois  
Or, visit one of our five suburban offices.  
Call (312) 603-7790 for locations and hours.

#### Two ways to obtain a set of Wallet Certificates:

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

Fill out the form below and include:

- A check or money order payable to the **Cook County Clerk**
- A photocopy of your photo identification (e.g. driver's license, State ID, etc.)
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# of 8" x 10" certificates

# of sets of wallet certificates

*Wallet certificates are only available in person or by mail.*

Groom / Partner A

Bride / Partner B (maiden name if applicable)

Date of Marriage or Civil Union

Place of Marriage or Civil Union ( City or village in Cook County )

Marriage

Civil Union

Your Name

Mailing Street Address

City

State

Zip

Daytime Phone Number

Signature