

## Birth Certificate Information

If you do not have a certified copy (a copy with a raised seal) of your child's birth certificate and the child was born in **Cook County**, you may obtain a birth certificate in one of the 5 methods below:

1. Order Online @ [www.cookcountyclerk.com/vitalrecords](http://www.cookcountyclerk.com/vitalrecords)
2. Order By Phone
  - o Call Toll-Free: (866) 252-8974
3. Write us
  - o Mail your request to:  
Cook County Clerk David Orr  
Bureau of Vital Records  
P.O. Box 641070  
Chicago, IL 60664-1070
    - Include the following items:
      - a completed Birth Certificate Request Form\*
      - a photocopy of your photo identification
      - a check or money order payable to the Cook County Clerk for \$15 (additional copies of the same record cost \$4 each)
      - a self-addressed stamped envelope
      - **Note: Be sure to include your phone number with your mail request.**
4. Go to a local Currency Exchange
  - o Call (847) 759-8905 for Currency Exchange hours and locations in Chicago and suburban Cook County, or visit [www.mycurrencyexchange.com](http://www.mycurrencyexchange.com).
  - o There is a \$5 surcharge for records obtained at Currency Exchanges.
5. Visit us in person at any of the 6 locations. Check the website below for addresses.  
[http://www.cookcountyclerk.com/aboutus/hours\\_locations/Pages/VitalRecords.aspx](http://www.cookcountyclerk.com/aboutus/hours_locations/Pages/VitalRecords.aspx)

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If your child was born in **DuPage County**, you may obtain a certificate by visiting the DuPage County Clerk's Office at 421 N. County Farm Road, Wheaton, IL 60187 to fill out an application. Hours of operation are: Monday-Friday, 8:00 am to 4:30 pm. Their phone number is #630-407-5500.

You may also visit the online website at [www.dupageco.org/countyclerk](http://www.dupageco.org/countyclerk) to order a birth certificate through an independent company that the DuPage County Clerk has partnered with to provide you this service; VitalChek Network, Inc. An additional fee of \$10.00 is charged by VitalChek for this service and all major credit cards are accepted.

In addition, you may download an application at [www.dupageco.org/countyclerk](http://www.dupageco.org/countyclerk), complete and send it along with a photocopy of a current, valid, acceptable form of identification plus a check / money order payable to the DuPage County Clerk and mail to:

*Jean Kaczmarek  
DuPage County Clerk  
P.O. Box 1028  
Wheaton, IL 60187*

The fee is \$14 for the first copy and \$2 for each additional copy of the same certificate, requested at the same time.

Acceptable forms of identification :

- Illinois Drivers License
- Illinois State Identification Card
- U.S. Military Identification Card
- Selective Service Card
- Out-of-State Drivers License
- U.S. Naturalization Certificate
- U.S. Immigration Card
- U.S. Passport