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BIRTH CERTIFICATES FOR THE STATE OF ILLINOIS

AT THIS TIME, THE STATE OF ILLINOIS DOES NOT ALLOW A THIRD PARTY TO APPLY FOR A BIRTH CERTIFICATE. PLEASE SEE NEXT PAGE ON HOW YOU MAY APPLY DIRECTLY TO YOUR VITAL RECORDS OFFICE. YOU MAY ALSO APPLY FOR YOUR BIRTH CERTIFICATE ONLINE THROUGH WWW.VITALCHEK.COM.

REVISED: 12-15-08 (JEN)

Specializing in Visas, Passports, Document Legalization and Translations

ILLINOIS



Contact Us!

Birth, Death, Marriage, Divorce and other records

VITAL RECORDS

Rod R. Blagojevich, Governor Damon T. Arnold, M.D., M.P.H., Director

Birth Records

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Birth records are not public records 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.
- A legal guardian or legal representative of the child. Written evidence of guardianship or legal representation is required.

Uncertified copies may be available for genealogical researchers and others on a restricted basis; please visit the [Genealogical Research](#) section for more information.

FORMS

[Application for Search of Birth Record Files](#)[Application for Search of Birth Record Files of a Deceased Individual](#)[Application for Correction of a Birth Certificate](#)[Application for Gender Reassignment](#)[Affidavit and Certificate Of Correction](#)[***Ordering Information***](#)

Birth records can be obtained from the Illinois Department of Public Health (IDPH), Division of Vital Records or from the county clerk's office in the county where the birth occurred. ([List of county vital records Web sites or county clerk addresses](#)) **Records filed prior to 1916 can be obtained from the county clerk's office in the county where the birth occurred.**

The IDPH, Division of Vital Records offers two types of certified birth records that are suitable for all legal purposes.

- A **certified copy** or "long form," the most readily recognizable record, is an exact copy of your birth certificate as prepared by the hospital. The fee for this record is \$15 and \$2 for each additional copy of the same record requested at the same time.

Please note: Current processing time on mailed requests for CERTIFIED COPIES ONLY is approximately three to four weeks from the date the request is received.

- A **certification** or "short form" is a computer abstract (summary) of your birth information in an 8 " X 7" size. The certification may include parent information depending on your year of birth. The fee for this record is \$10 and \$2 for each additional copy of the same record requested at the same time. **(NOTE: If your child is younger than 16 years of age and the birth certificate will be used for a passport application, the passport office requires the \$15.00 certified copy.)**

When ordering a birth record, you will need to provide the following information:

- the child's full name at birth;
- date of birth;
- the city and county where the birth occurred (including hospital, if known);
- the name of the parent(s) shown on the record, including the mother's maiden name; and
- [a legible/readable copy of your valid photo identification card](#). **If not provided, unreadable or expired, the request will be returned unprocessed.**

Birth records can be ordered [online](#), [by mail](#), [by fax](#) or [in person](#).

Frequently Asked Questions

LINKS

[Vital Records Act](#)

[Illinois Vital Records Code \(rules\)](#)

[County Vital Records Web Sites or County Clerk Addresses](#)

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To Order Online

To order online, you will need to use a credit card to pay the birth certificate fee and a \$8.50 credit card handling charge. Orders will be delivered by UPS next day return delivery for an additional \$19.50.

These orders may take three to five business days to be processed. An adult signature is necessary to accept the UPS delivery. We can UPS packages to your place of work. **UPS deliveries cannot be made to post office boxes.**

- Visa, MasterCard, American Express and Discover are acceptable methods of payment.
- A \$8.50 handling fee will be charged to your credit card for each transaction.
- All requests are sent by UPS at a cost of \$19.50 for business day delivery in the continental United States. Extra fees will apply for out of country addresses. A signature upon delivery is required. Please be sure to use an address where someone will be present to sign.
- This service is not available for genealogical requests.
- Please be aware that Illinois records are not open to the public. Eligibility requirements must be met before records will be released.
- Online requests are processed within three to five business days of receipt.
- To check on the status of your online order, you may call VitalChek at 1-800-255-2414.

Credit card transactions are not handled by the Illinois Department of Public Health, but are processed by VitalChek Network, Inc., an outside vendor under contract with the state. This service is available online 24 hours a day and provides information on how to obtain an Illinois birth or death record, including eligibility requirements and request forms that can be downloaded. Once an online request application is complete, VitalChek will apply the appropriate charges to your credit card and the Illinois Department of Public Health will locate the document and UPS it to the specified address.

[Please click here to order on-line using the services of VitalChek Network, Inc.](#)

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To Order by Mail

You can mail the completed [application for search of birth record files](#), PDF format, and a check or money order (**Do not send cash**) for the required fee made payable to the "Illinois Department of Public Health" to:

*Illinois Department of Public Health
Division of Vital Records
605 W. Jefferson St.
Springfield, IL 62702-5097*

***Be sure to include a legible/readable copy of your valid photo identification. If not provided, unreadable or expired, the request will be returned unprocessed.**

Please note: Current processing time on mailed requests for CERTIFIED COPIES ONLY is approximately three to four weeks from the date the request is received. Expedited service requests (those requests sent in any way other than regular mail) will be processed within three to five business days of receipt, but will be returned regular mail unless **separate payment** made payable to UPS (\$12) for UPS next day return delivery or a prepaid mailer is enclosed. An adult signature is necessary to accept the UPS delivery. UPS packages can be sent to your place of work. **UPS deliveries cannot be made to post office boxes.**