

GEORGIA C. ENGLAND
MOULTRIE COUNTY CLERK & RECORDER
10 S. MAIN ST., STE. 6
SULLIVAN, IL 61951

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APPLICATION FOR SEARCH OF VITAL RECORD

(Revised 07-2018)

Vital Record Indexes prior to 1916 may be viewed by the public. All other indexes are limited to the County Clerk's office. No copying or photographing of indexes are allowed.

Vital records are confidential. Before the County Clerk's office can consider your request for a certified copy, you must specify your eligibility to obtain it. Only certified copies of vital records will be provided, no exceptions.

- **A copy of a Photo ID** of the person requesting birth or death vital records (and, at the discretion of the Clerk's office, for some marriage records) must be attached to this application. If you do not have a photo ID then a copy of your Social Security card.
- To have Vital Records mailed, you must provide a self-addressed, stamped envelope.

MARRIAGE RECORD

Use a separate Application for each Record requested.

\$15.00 for first certified copy of a single record

\$6.00 for each additional copy of the SAME record.

Groom (or Partner A's) Full Birth Name: _____

Bride (or Partner B's) Full Birth Name: _____

Date of Marriage (Civil Union): _____

Ceremony performed (City/County/State): _____

Intended Use of Document(s): _____ Number of copies: _____

Relationship to person on Record: _____ Amount Enclosed: \$ _____

Application Made by:

(Print name) _____ (Sign Name) _____

MARRIAGE RECORDS (From 1864; indexed from the 1840's; complete information starting in 1877)

Marriage records are considered public knowledge.

- Anyone is allowed to request a certified copy of a Marriage License (with Social Security number blackened out).
- Only the Bride or Groom may obtain a certified copy of a Marriage Application

(BIRTH and DEATH APPLICATION ON NEXT PAGE)

BIRTH RECORD

Use a separate Application for each Record requested.

\$15.00 for first certified copy of a single record

\$6.00 for each additional copy of the SAME record.

Name on Birth Record: _____

Date of Birth: _____ Place of Birth (if known): _____

Father's Full Name: _____

Mother's Full Name: _____

Intended Use of Document(s): _____ Number of copies: _____

Relationship to person on Record: _____ Amount Enclosed: \$_____

Application Made by:

(Print name) _____ (Sign Name) _____

BIRTH RECORDS (Recorded from 1869, most 1877 forward, one in 1859)

Illinois Law states that certified copies of Birth records may be issued only as listed below:

1. Upon the specific written request for a certified copy by the person of which the record pertains (must be of legal age) or by a parent or other legal representative of the person to whom the birth record relates. Note: the parent must be listed on the birth certificate; if a father requests a copy of his child's birth certificate and his name is not listed on that certificate, he cannot receive a copy.
2. Upon the specific written request for a certified copy by a department of the State or a municipal corporation or the Federal government.
3. Upon the order of a court of record.
4. For Genealogical Purposes: Births must be on file longer than 75 years (ex: 2006/1931). Once again, all copies provided are certified copies. No exceptions allowed.

DEATH RECORD

Use a separate Application for each Record requested.

\$19.00 for first certified copy of a single record

\$10.00 for each additional copy of the SAME record.

Full Name of Deceased: _____ Date of Death: _____

Place of Death (if known): _____ Date of Birth (if known): _____

Father's Name (of deceased): _____

Mother's Maiden Name (of deceased): _____

Intended Use of Document(s): _____ Number of copies: _____

Relationship to person on Record: _____ Amount Enclosed: \$_____

Application Made by:

(Print name) _____ (Sign Name) _____

DEATH RECORDS (Recorded from 1874)

Illinois Law states that certified copies of Death records may be issued only as listed below:

1. Upon the specific written request by a person directly related to the deceased – next of kin: spouse, child, half sister/brother, aunt/uncles, grandparents; includes ex-spouse if they can produce proof that they have a vested interest that required a certified copy of the record; does not include step-children unless listed in the estate.
2. Must be of legal age; must complete an application and state why the certificate is required.
3. Upon the specific written request by legal representative of the person to whom the death record relates.
4. Upon the specific written request for a certified copy by a department of the State or a municipal corporation or the Federal government.
5. Upon the order of a court of record.
6. For Genealogical Purposes: Deaths must be on file longer than 20 years (ex: 2006/1986), Once again, all copies provided are certified copies. No exceptions allowed.