



118 W. Cook Ave  
Libertyville, IL 60048  
847.362.2430

M - F 8:00 a.m. – 4:00 p.m.

## REQUEST FOR A BIRTH RECORD

NOTE: Birth certificates are only available for children born after 1995 at Advocate Condell or Good Shepherd hospitals.

You must be 18 years or older and present proper identification.  
(Please print information and sign below)

### Individual named on birth record:

\_\_\_\_\_

First

Middle

Last

Date of birth: \_\_\_\_\_ Number of copies: \_\_\_\_\_

Hospital: \_\_\_\_\_

Name of father: \_\_\_\_\_

Maiden name of mother: \_\_\_\_\_

The fee for a certified copy is \$10.00. Each additional copy of the same record issued at the same time is \$5.00. You can pay cash or make check or money order payable to Village of Libertyville.

### Person obtaining record:

- Individual named on record.
- Parent, Legal Guardian, or Legal Representative.

(Circle relationship)

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Signature: \_\_\_\_\_

I do hereby certify that, as the individual whose record is sought, or as the parent, guardian, or legal representative of the individual, I am legally entitled to a certified copy according to the Illinois Compiled Statutes (110ILCS 535/25).

Fraudulent use of any vital record is a Class 4 felony punishable by imprisonment of up to 3 years and a fine of \$10,000 or both. Instructions for obtaining certified copies by mail are to the right.

## Acceptable Forms of Identification

A valid U.S. driver's license, valid U.S. state identification card, valid U.S. passport, or valid U.S. military identification card will be accepted.

If you do not have any of the above forms of identification, then you must present two (2) pieces of the following identification:

- Social Security Card with signature
- Certified copy of voter registration record
- Employee ID Card with photo and signature
- School ID Card with photo and signature
- Township ID Card with signature
- Certified copy of a birth certificate  
*Certified English translation required for foreign certificates*
- U.S. original naturalization papers
- A valid foreign passport
- A valid U.S. resident alien card, or
- A valid consulate identification card.

Affidavits are not acceptable.

## To Obtain a Copy of a Birth Record by Mail

Requests for records must include:

- Completion of this request form.
- Requestor's signature on the form.
- Legible photocopy of requestor's identification.
- Check or money order made payable to **Village of Libertyville**.
- Large, self-addressed, stamped envelope.
- Mail your request to **Village of Libertyville, attn: Vital Records, 118 W. Cook Ave, Libertyville, IL 60048**