



Application for Search of Birth Record Files

Applicants Must Be 18 Years Of Age - A Photo ID is Required
A Copy of a Photo ID is Required for all Mail Requests

NOTE: Birth certificates are confidential records and copies can be issued only to persons entitled to receive them. The application must indicate the requester's relationship to the person and the intended use of the document.

All copies are certified by the City of Highland Park and are acceptable for all legal purposes.

Copies are \$8.00 for the first and \$4.00 for each additional copy.

Please indicate the number of copies requested. Make checks payable to: **CITY OF HIGHLAND PARK.**

Send mail requests to: **City Of Highland Park 1707 St Johns Ave Highland Park, Illinois 60035**
and return this form with the proper fee and a legible copy of your non-expired, government issued photo ID.

DO NOT SEND CASH – Make check or money order payable to: **CITY OF HIGHLAND PARK**

\$8.00 first copy \$4.00 each additional copy

Amount enclosed \$_____ for _____ total copies

FULL NAME (First, Middle, Last Prior to First Marriage/Civil Union)

PLACE OF BIRTH (Hospital, City or Town, County, State)

DATE OF BIRTH (Month, Day, Year)

SEX

BIRTH CERTIFICATE NUMBER (if known)

FATHER/CO-PARENT'S NAME (First, Middle, Last Prior to First Marriage/Civil Union, Current Legal Last Name)

MOTHER/CO-PARENT'S NAME (First, Middle, Last Prior to First Marriage/Civil Union, Current Legal Last Name)

INDIVIDUAL REQUESTING COPIES

MAIL RECORD(S) TO: (If other than applicant)

PRINT NAME			NAME		
STREET ADDRESS			STREET ADDRESS		
CITY	STATE	ZIP	CITY	STATE	ZIP
YOUR RELATIONSHIP TO PERSON			PHONE NUMBER		
INTENDED USE					

SIGNATURE _____



ELIGIBILITY TO OBTAIN AN ILLINOIS BIRTH RECORD

Before a request for a copy of a birth record can be considered you must specify your eligibility to obtain it. ILCS410/535/25(4) states that copies of birth records may only be issued upon:

- The order of a court of competent jurisdiction
- The specific written request for a certification or certified copy by the person, if of legal age (18 or older), or by a parent or other legal representative* of the person to whom the record of birth relates; or
- The specific written request for a certification or certified copy by a department of the state, a municipal corporation, or the federal government

* 77 Illinois AdmCode 500.10 refers to "Legal representative" as

- An attorney acting on behalf of a person(s) named on a birth certificate;
- An agent authorized by power of attorney;
- A court-appointed personal representative;
- An agent with written, notarized authorization from a person(s) named on a birth certificate for the purpose of obtaining a certified copy or certification for that person; or
- Any other agent, approved by the State Registrar as a legal representative of the person to whom the birth certificate relates.

NOTE: Any person who, willfully and knowingly uses or attempts to use, or furnishes to another for use, for any purpose of deception, any certificate, record, report, certification or certified copy thereof so made, altered, amended, or mutilated; or,

Any person who with the intention to deceive, willfully uses or attempts to use any certification or certified copy of a record of birth knowing that such certification or certified copy was issued upon a record that is false in whole or in part or that relates to the birth of another person, is guilty of a Class 4 felony in the state of Illinois (ILCS 410/535/27(f)).

ACCEPTABLE PROOF OF ID

A NON-EXPIRED, GOVERNMENT ISSUED PHOTO ID, such as a driver's license. If you have an extension sticker on your license, submit a **copy of both sides** of the license. If you do not have a driver's license, a photo ID Card issued by the Department of Motor Vehicles can be provided.

If your driver's license or ID Card is **expired or not available**, you must submit TWO (2) pieces of documentation with your name on them. In addition to your name, one piece must also have your current address on it to prove your identity.

ONE piece of documentation can be a bill or other USPS mail; the SECOND must be one of the items listed below:

- **Medical/car insurance card**
- **Credit card statement**
- **Paycheck stub with imprinted information**
- **Voter's registration card**
- **Car registration paperwork**
- **Bank statement**
- **Public assistance card**
- **Active duty military ID w/ issued and expiration dates**
- **EBT Link Card (Illinois Electronic Benefit Transfer)**

SOCIAL SECURITY CARDS ARE NOT ACCEPTABLE

Matrícula Consular card issued after October 2006 is acceptable on its own. However, if issued prior to October 2006, we need ONE additional type of documentation showing current address as noted above. If you do not have any of the items listed above, please submit a copy of a current utility bill (electricity, cellular phone, water, etc.) showing your name and current address.

If you are currently incarcerated, you can submit a dated copy of your prison intake/offender summary sheet containing your photo. If you have been released from prison within the last six months, a copy of the release papers along with the prison photo ID will be accepted.

If you are writing from a state or federal agency, you can submit a copy of your photo work badge with issued and expiration dates.