



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

(For births that occurred after 1995 at Condell or Good Shephard Hospital)

Valid identification is required. See list to the right

Individual named on birth record: (please print information and sign below):

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 (check appropriate box):

Individual named on record (*must be 18 years or older*)

Parent, Legal Guardian, or Legal Representative

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

Must provide one (1) valid U.S. identification document

- Driver's License
- State identification card
- Passport (with signature)
- Military identification card (with signature)

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

- 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
- U.S. original naturalization papers
- A valid foreign passport
- A valid U.S. resident alien card
- A valid consulate identification card
- A valid U.S. visa with photo and signature

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 signature line
- 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
Attention: Vital Records
118 W. Cook Avenue
Libertyville, Illinois 60048