

# DEATH RECORD REQUEST FORM

To obtain a copy of a death record from the Cook County Clerk's Office, please read the following: Certified copies of death records cost \$15 and \$4 for each additional copy.

### Four ways to obtain a death record:



**Mail your request to:**  
Bureau of Vital Records  
PO Box 642570  
Chicago, IL 60664-2570

Fill out the form on the reverse side and include:

- A check or money order payable to the Cook County Clerk
- A photocopy of your photo identification (e.g. driver's license, State issued identification, etc.)
- A self-addressed stamped envelope



**Call our Vital Chek Hotline:**  
(866) 252-8974  
Charge your order to a major credit card for an additional fee.



**Go to a Local Currency Exchange:**  
Call (847) 759-8905 for Currency Exchange locations and hours  
Obtain your record for an additional \$4 fee.



**Visit us in person and pay with cash or debit card:**  
118 North Clark Street Chicago, Illinois  
(Randolph Street entrance/lower level concourse)  
Or, visit one of our five suburban offices.  
Call (312) 603-7790 for locations and hours.

# DEATH RECORD REQUEST FORM

# of copies

Name

\_\_\_\_\_  
First Middle Last

Date of death

\_\_\_\_\_  
Month / Day / Year

Place of death

\_\_\_\_\_  
City or Village (in Cook County)

I, the undersigned do hereby certify that I am a person, or a duly authorized agent of a person, who has a personal or property right interest in the death certificate and I am legally entitled to the certificate, as specified by law [410 ILCS 535/73 (4)(d)]

Your Name

\_\_\_\_\_  
First Last

Signature

Mailing Address

\_\_\_\_\_  
Number Street Unit Number

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Relationship to deceased/ Telephone number

\*if requesting the document by mail, please include: 1) a check or money order; 2) a photocopy of your photo identification; 3) a self-addressed stamped envelope

How would you like to receive this document?

- Mail it to me
- I'll wait for it
- I'll pick it up later



David Orr  
Cook County Clerk  
Bureau of Vital Records  
118 North Clark Street (Randolph Street entrance/ lower level concourse)  
Chicago, Illinois 60602  
(312) 603-7790 / VITALRECORDS@cookcountygov.com  
[www.cookctyclerk.com](http://www.cookctyclerk.com)