



# SCOTT G. ERICKSON

KNOX COUNTY CLERK

Knox County Courthouse

200 South Cherry Street • Galesburg, Illinois 61401

(309) 345-3815 • Fax: (309) 345-3801

Website: www.KnoxClerk.org

## Application for Search – BIRTH RECORD

Name on birth record:

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

Date of Birth: \_\_\_\_\_ City of Birth: \_\_\_\_\_

Name of Father: \_\_\_\_\_

Maiden Name of Mother: \_\_\_\_\_

- FEES:**
- One record search including one certified copy is \$7.00
  - Each additional copy of the same record issued at the same time is \$2.00
  - Express mail (next day delivery in most places) is an additional \$13.65
  - There is an additional convenience fee for online purchase (see web site)

Number of copies requested:

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

- Relationship:  Myself (18 yrs. or older)  
 Parent  
 Legal Guardian  
 Legal Representative  
 Genealogist (record must be at least 75 years old)

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




\_\_\_\_\_  
Address Phone

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

\_\_\_\_\_  
Your Signature Clerk or Deputy Clerk

### To obtain a copy of birth record:

- Complete this application.
- Your application must be signed by you.
- If you are a legal guardian or representative of the person whose name appears on the birth record, you must provide authorizing documents.
- Submit a copy of your identification (see below for acceptable forms of identification).
- Include your payment (see below for acceptable forms of payment).

<p>IN PERSON</p> 	<p>Visit the Office of the Knox County Clerk, Knox County Courthouse, 200 S. Cherry St., Galesburg. Office hours are Mon. - Fri., 8:30 a.m. - 4:30 p.m. Complete form, present acceptable identification (and any necessary documentation), and make payment in form of cash or check or money order payable to "Knox County Clerk".</p>
<p>BY MAIL</p> 	<p>Complete form, make copy of acceptable identification (and any necessary documentation), and make payment in form of money order payable to "Knox County Clerk". Send to Office of the Knox County Clerk, 200 S. Cherry St., Galesburg, IL 61401.</p>
<p>ONLINE</p> 	<p>Visit www.KnoxClerk.org. Make payment through Illinois E-Pay using credit card (Visa, MasterCard, AmEx, Discover) and fax completed form and acceptable identification (and any necessary documentation) to 309/345-3801.</p>

### Acceptable Forms of Identification

**One of the following:**

- Illinois or Out-of-State Driver's License
- Illinois or Out-of-State State ID Card
- U.S. Military ID Card
- U.S. Immigration Card
- Illinois Public Assistance ID Card

**- OR -**

**Two of the following:**

- Social Security Card
- Voter Registration Card
- Employee ID Card with photo and signature
- School ID Card with photo
- Certificate of Naturalization
- Certificate of U.S. Citizenship
- Piece of mail displaying correct name and address