



## DAWN L. KUPFER - WOODFORD COUNTY CLERK

115 N. Main St • Room 202 • Eureka, IL. 61530

Phone: (309) 467-2822 Fax: (309) 467-7391

**Absolutely no information can be given over the telephone regarding any Vital Record.**

### **Birth Certificates:**

Vital Records are not considered public information, nor are they subject to the Freedom of Information Act.

Under Illinois State Law (410 ILCS 535-Vital Records Act) only specific individuals have legal access to birth, death, or marriage certificates. The Woodford County Clerk's Office will issue certificates to authorized individuals only. To obtain a certified copy of a Birth Certificate, you must be one of the following:

- Of legal age (18 or an emancipated minor with certified court documentation) if requesting your own.
- The mother or father (if listed on the certificate) of the child whose certificate is being requested.
- A Legal Guardian with certified court documentation proving verification of guardianship.
- An Agent having a Notarized letter from any of the above authorizing your access to the record.
- A Legal Representative, i.e. an attorney acting on behalf of the person named on the Birth Certificate (must have authorized documentation).
- An Agent authorized by power of attorney that specifically states that the record can be obtained.
- If the certificate has been on file for 75 years or longer, anyone with a genealogical interest may have a non-certified copy of the certificate, stamped "for genealogical purposes only".

The earliest Birth Records available in Woodford County begin in 1877. Please note vital record information was not required to be filed prior to 1916.

If you were not born in Woodford County, please contact the County of your birth.

Birth Certificates can be requested in person, through the mail, or online by using Illinois E-Pay.

To apply for a Certified Birth Record complete the attached page.



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APPLICATION FOR CERTIFIED BIRTH RECORD

Name of Person Completing Application: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

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

BIRTH INFORMATION		
Single Copy: \$18.00		Additional Copies :\$9.00 each
Name as listed on certificate (First, Middle, Last)		Number of Copies: _____
Date of Birth		
Sex M/F		
Mothers' Maiden Name		
Father's Name		
Requested By	<input type="checkbox"/> Self <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other _____	

This form must be completed and either faxed to the Woodford County Clerk at 309-467-7391 or e-mailed to [depclerk@woodford-county.org](mailto:depclerk@woodford-county.org)

**YOU MUST FAX OR EMAIL A COPY OF YOUR ID ALONG WITH THIS APPLICATION AND PAID RECEIPT FROM THE ACCOMPANYING PAYMENT LINK ([www.woodfordcoclerk.com](http://www.woodfordcoclerk.com)) FOR THIS APPLICATION TO BE PROCESSED.** We recommend calling our office at 309-467-2822 to verify the fax has been received. An application received prior to 2:00 pm any business day will go out in that day's mail if payment has also cleared.

If you have any questions please call us.

Thank You  
Dawn L. Kupfer  
Woodford County Clerk and Recorder