



Willard R. Helander
Lake County Clerk

18 North County Street
Waukegan Illinois 60085
847.377.2411

M - Th 8:30 a.m. – 5:00 p.m.
Fri 8:30 a.m. – 7:30 p.m.*
*5 p.m. if Fri. before holiday

REQUEST FOR A DEATH RECORD

(Please print information and sign below)

Individual named on death record:

First Middle Last

Date of death: _____ **Number of copies:** _____

Place (City or Village): _____

The fee for a certified copy of a record is \$12.00. Each additional certified copy of the same record issued at the same time is \$8.00. A record not certified, but stamped "for genealogical purposes only" is \$4.00 (available only if the record is at least 20 years old). You can pay cash or make check or money order payable to: **Lake County Clerk.**

Person obtaining record:

Parent, Brother, Sister, or Child of the individual named on record.

(Circle relationship)

Other: _____

Reason for obtaining record:

I have personal or property right interest in the record.

I am the duly authorized agent of a person having a personal or property interest in the record.

Intended use of this document is: _____

Your Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Signature: _____

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.

For Office Use Only:

Deputy Clerk _____

Medical - Coroner		Fetal Certificate	
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Acceptable Forms of Identification

A valid U.S. driver's license, valid U.S. state identification card, valid U.S. passport, or valid U.S. military identification card will be accepted.

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

- 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
Certified English translation required for foreign certificates
- U.S. original naturalization papers
- A valid foreign passport
- A valid U.S. resident alien card, or
- A valid consulate identification card.

Affidavits are not acceptable.

To Obtain a Copy of a Death Record by Mail

Requests for records must include:

- Completion of this request form.
- Requestor's signature on the form.
- Legible photocopy of requestor's identification.
- Check or money order made payable to **Lake County Clerk.**
- Large, self-addressed, stamped envelope.
- Mail your request to **Lake County Clerk, attn: Vital Records, 18 North County Street, Waukegan, IL 60085.**