

**Birth Certificate Request Form
Jersey County Clerk**

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 documents) 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 providing verification of guardianship.
- An agent having a notarized letter from any of the above authorizing you access to the record
- A legal representative, i.e. an attorney acting on behalf of the person named on the certificate (must have authorizing documentation)
- An agent authorized by power of attorney that specifically states that the record can be obtained.
- An agent approved by the State Registrar.
- A person with a genealogical interest if the record is over 75 years old.

Please complete and sign this form and provide a copy of your current Photo ID

Name of Person on Birth Certificate _____

Date of Birth _____ City/Town of Birth _____

Mother's Full Name (Include Maiden Name) _____

Father's Name _____

Your Signature _____

Your Relationship to Person on Birth Certificate:

- Self
- Parent
- Guardian
- Other _____

If mailing, your complete address: _____

Your daytime phone number (in case we have a question about your request): _____

Number of Certified Copies Requested: _____

Cost of a certified copy of birth certificate:

- \$10.00 for search, which includes one certified copy
- \$5.00 for each additional copy of same certificate
(plus \$2 fee if using credit/debit card)

Payment is accepted by check, money order, MasterCard, Visa, or Discover

Mail your request to:

Jersey County Clerk

P. O. Box 216

Jerseyville, IL 62052

Due to the confidential nature of birth records, your documents may not be faxed or emailed, but you may email your completed request along with a copy of your photo ID to: countyclerk@jerseycounty-il.us