

Birth Certificate Request Form
Jersey County Clerk

To obtain a 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
- The 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.

COMPLETE AND SIGN THIS FORM, AND RETURN IT WITH 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 the Person on Birth Certificate:

- Self
- Parent
- Guardian
- Other _____

If mailing, your complete address: _____

Your daytime phone number: _____

(in case of a question about your request or if you ask that we call for your credit card information)

Number of Certified Copies Requested: _____

Cost of a Certified Copy of Birth Certificate:

- \$16.00 for search, which includes one certified copy
- \$8.00 for each additional copy of same certificate

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

Mail your request to:
Jersey County Clerk
P. O. Box 216
Jerseyville, IL 62052