

**APPLICATION FOR SEARCH OF VITAL RECORDS IN GRUNDY COUNTY, ILLINOIS**

KAY T. OLSON  
Grundy County Clerk & Recorder  
111 E. Washington Street Room 12, Morris, IL 60450  
815-941-3222 option 1

The Grundy County Clerk's Office will issue certified copies of Vital Record to authorized individuals only. To do otherwise is a violation of Illinois Law. Vital Records are not considered public information, nor are they subject to the Freedom of Information Act. No information regarding Vital Records will be given over the telephone under Illinois State Law (410 ILCS 535-Vital Records Act). We only have Vital Records for events that occurred in Grundy County, Illinois.

**Request for search of: BIRTH RECORD**

Illinois Law provides that birth record may only be obtained by the individual if 18 years of age, by the parents or other legal representative. **A photocopy of a VALID State Driver's License or State ID of the person requesting the certificate is required.** If applicable, a copy of guardianship / legal paperwork must also accompany the request.

The fee is \$24 for the first certified copy and \$7 for each additional certified copy made at the same time.

FULL BIRTH NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

MOTHER'S NAME (including maiden name): \_\_\_\_\_

FATHER'S NAME: \_\_\_\_\_

RELATIONSHIP TO PERSON: \_\_\_\_\_ NUMBER OF CERTIFIED COPY(S): \_\_\_\_\_

SIGNATURE OF REQUESTOR: \_\_\_\_\_

**Request for search of: DEATH RECORD**

A death record may be obtained by any person having a personal or property right interest in the record or by his duly authorized agent.

The fee is \$20 for the first certified copy and \$11 for each additional certified copy made at the same time.

FULL NAME: \_\_\_\_\_

DATE OF DEATH: \_\_\_\_\_ PLACE OF DEATH \_\_\_\_\_

RELATIONSHIP TO DECEASED / INTENDED PURPOSE \_\_\_\_\_ NUMBER OF CERTIFIED COPY(S): \_\_\_\_\_

SIGNATURE OF REQUESTOR: \_\_\_\_\_

**Request for search of: MARRIAGE RECORD**

A FULL marriage record may be obtained by either spouse / partner. The front of the marriage license is public record.

The fee is \$21 for the first certified copy and \$7 for each additional certified copy made at the same time.

PARTNER A / GROOM NAME \_\_\_\_\_

PARTNER B / BRIDE \_\_\_\_\_

DATE OF MARRIAGE \_\_\_\_\_ NUMBER OF CERTIFIED COPY(S) \_\_\_\_\_

SIGNATURE OF REQUESTOR: \_\_\_\_\_

A Cashier's Check or Money Order, for the appropriate amount, payable to Grundy County Clerk and any supporting documents must accompany this request in order for it to be processed.

Credit Card requests can be submitted to [vitalrecords@grundyco.org](mailto:vitalrecords@grundyco.org).

MAIL CERTIFIED COPIES TO: NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_