



Julie Coe
Coles County Clerk and Recorder

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VITAL RECORD REQUEST

Write to us and provide:

- * Photocopy of Requestor's driver's license or state issued ID.
- * Requestor's Telephone Number
- * Requestor's Signature
- * Name(s) on Vital Record - Birth, Marriage or Death
- * Date of Birth, Marriage or Death
- * Parents full names on a Birth Record including Mother's maiden name
- * Self-addressed, stamped envelope
- * Check or Money order, payable to Coles County Clerk for \$18.00.
- * Add \$5.00 for each additional copy for a Birth or Marriage Record
- * \$20.00 for a Death Record. Add \$10 for each additional copy.

THIRD PARTY PICK UP OF A VITAL RECORD

- * If a third party is picking up, provide all the above (except envelope) and fill out the Authorization for Release form below. This will allow a third party permission to obtain the birth, marriage or death certificate. Third party needs to bring photo ID.

Authorization for Release of Vital Record

(Please circle which record you are requesting)

I _____ give my permission for _____
to obtain and pay for _____ number of copy/copies of the following birth, marriage or death record
of _____. (Please include names of both
parties when requesting a marriage record)

Signed this _____ day of _____, 20_____.

Signature of Requestor
Name Printed: _____

Signature of Third Party
Name Printed: _____



PRESERVING ★ PROTECTING ★ PROVIDING
your history *your legacy* *your records*

