



Carla N. Wyckoff  
Lake County Clerk

18 North County Street  
Waukegan Illinois 60085  
847.377.2411  
LakeCountyClerk.info  
M - Th 8:30 a.m. – 5:00 p.m.  
Fri 8:30 a.m. – 7:00 p.m.\*  
\*5 p.m. if Fri. before holiday

### CIVIL UNION RECORD REQUEST

Valid identification required. See list to the right.

\$10.00 for a certified copy.  
\$4.00 for each additional certified copy of same record issued at same time.

Individuals Named on Civil Union License (please print information and sign below):

#### Partner A

\_\_\_\_\_  
First Middle Maiden Last Name (if applicable)

#### Partner B

\_\_\_\_\_  
First Middle Maiden Last Name (if applicable)

Date of Union: \_\_\_\_\_ Quantity: \_\_\_\_\_

Place (City or Village): \_\_\_\_\_

#### Person obtaining record (check appropriate box):

- Individual named on record
- Parent, Brother, Sister, or Child (circle Partner A or Partner B and relationship)
- Other: \_\_\_\_\_

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

I do hereby attest that as the individual requesting this record, I am legally entitled to a certified copy or a non-certified copy (if applicable) of this record either personally being of age; as a parent, guardian, legal representative, or agent of the person whose record I am requesting; as having a qualified genealogical or property right interest; or because I am otherwise entitled to the record according to the Illinois Compiled Statutes (410 ILCS 535/25). I acknowledge that an individual who commits fraudulent use of a vital record is guilty of a Class 4 Felony, punishable by up to three years imprisonment.

Signature: \_\_\_\_\_

OFFICE USE ONLY

### Acceptable Forms of Identification

Must provide one (1) valid U.S. identification document

- Driver's license
- State identification card
- Passport
- Military identification card (with signature)

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

- 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
- A valid U.S. visa with photo and signature

Affidavits or expired documents are not acceptable.

### Requesting a record by mail:

1. Complete all information on the request form.
2. Sign on the signature line.
3. Make legible photocopy of your identification (both sides.)
4. Write check or money order payable to "Lake County Clerk."
5. Include a large, self-addressed, stamped envelope.
6. Mail all items to: Lake County Clerk  
Attn: Vital Records  
18 North County Street, Room 101  
Waukegan, IL 60085