



**SCOTT G. ERICKSON**  
 KNOX COUNTY CLERK & RECORDER  
 Knox County Courthouse  
 200 South Cherry Street • Galesburg, Illinois 61401  
 (309) 345-3815 • Fax: (309) 345-3801  
 Website: [www.knoxclerk.org](http://www.knoxclerk.org)

**Application for Search – BIRTH RECORD**

Name on birth record:

\_\_\_\_\_  
 First Middle Last

Date of Birth: \_\_\_\_\_ City of Birth: \_\_\_\_\_

Name of Father: \_\_\_\_\_

Maiden Name of Mother: \_\_\_\_\_

- FEES:**
- One record search including one certified copy is \$15.00.
  - Each additional copy of the same record issued at the same time is \$5.00.
  - Express mail (next day delivery in most places) is an additional \$26.95.
  - There is an additional convenience fee for online purchase (see web site)

Number of copies requested:

Fraudulent use of any vital record is a Class 4 Felony punishable by imprisonment of up to 3 years and a fine of \$10,000 or both. I do hereby certify that, as the person whose record is sought, or as the parent, guardian, or legal representative of the person, I am legally entitled to a certified copy according to the Vital Records Act contained in Illinois Compiled Statutes (110 ILCS 535/25).

- Relationship:  Myself (18 yrs. or older)  
 Parent  
 Legal Guardian  
 Legal Representative  
 Genealogist (record must be 1915 and before)

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




\_\_\_\_\_  
 Address Phone

\_\_\_\_\_  
 City State Zip Code

\_\_\_\_\_  
 Your Signature Clerk or Deputy Clerk

**To obtain a copy of birth record:**

- Complete this application.
- Your application must be signed by you.
- If you are a legal guardian or representative of the person whose name appears on the birth record, you must provide authorizing documents.
- Submit a copy of your identification (see below for acceptable forms of identification).
- Include your payment (see below for acceptable forms of payment).

<p>IN PERSON</p> 	<p>Visit the Office of the Knox County Clerk, Knox County Courthouse, 200 S. Cherry St., Galesburg. Office hours are Mon. - Fri., 8:30 a.m. - 4:30 p.m. Complete form, present acceptable identification (and any necessary documentation), and make payment in form of cash, credit, debit or money order payable to "Knox County Clerk".</p>
<p>BY MAIL</p> 	<p>Complete form, make copy of acceptable identification (and any necessary documentation), and make payment in form of <b>MONEY ORDER</b> payable to "Knox County Clerk". Send to Office of the Knox County Clerk, 200 S. Cherry St., Galesburg, IL 61401.</p>
<p>ONLINE</p> 	<p>Visit <a href="http://www.knoxclerk.org">www.knoxclerk.org</a>. Make payment through Illinois E-Pay using credit card (Visa, MasterCard, Discover) and then email <a href="mailto:vitalrecords@knoxcountyil.gov">vitalrecords@knoxcountyil.gov</a> or fax completed form and acceptable identification (and any necessary documentation) to 309/345-3801.</p>

**Acceptable Forms of Identification**

**One of the following:**

- Illinois or Out-of-State Driver's License
- Illinois or Out-of-State State ID Card
- U.S. Military ID Card
- U.S. Immigration Card
- Illinois Public Assistance ID Card

**- OR -**

**Two of the following:**

- Social Security Card
- Voter Registration Card
- Employee ID Card with photo and signature
- School ID Card with photo
- Certificate of Naturalization
- Certificate of U.S. Citizenship
- Piece of mail displaying correct name and address

