



MONROE COUNTY CLERK  
JONATHAN MCLEAN

# VITAL RECORD REQUEST

The Monroe County Clerk issues certified copies of birth, marriage, and death records that were originally issued in Monroe County, Illinois. Copies can be requested online, email, or in-person during regular business hours at the Monroe County Courthouse, 100 S. Main Street, Waterloo, IL 62298.

**Marriage Records** - Only PARTY A or PARTY B in a marriage or civil union can request a certified copy.

**Birth Records** – Only a parent, guardian, legal representative, or named person on the birth certificate can request a certified copy. Must be 18 years or older to request this document.

**Death Records** - Only a relative or person with a person or property right interest in the certificate may request a certified copy.

**All requests, whether they are made in person, by mail, or online, must be accompanied by the unexpired Driver's License, State ID or passport of the requestor, or the request will not be fulfilled.**

Type of Record (circle one):      MARRIAGE                  BIRTH                  DEATH

Date of Marriage \_\_\_/\_\_\_/\_\_\_      Date of Birth \_\_\_/\_\_\_/\_\_\_      Date of Death \_\_\_/\_\_\_/\_\_\_

Named Person(s) on Record: \_\_\_\_\_

Requestor Name \_\_\_\_\_

FIRST NAME                  MIDDLE INITIAL                  LAST NAME

Requestor Relationship to Named Person(s) on the Record: \_\_\_\_\_

Purpose for Vital Record Request \_\_\_\_\_

Requestor Address \_\_\_\_\_

STREET ADDRESS

CITY                                                  ST.      ZIP

Requestor Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      Email \_\_\_\_\_

Requestor Signature \_\_\_\_\_      Date \_\_\_\_\_      Number of Copies \_\_\_\_\_  
**Fee: \$16.00 1<sup>st</sup> Copy, \$6.00 each Additional Copy**

State of \_\_\_\_\_

County of \_\_\_\_\_

This instrument was acknowledged before me on \_\_\_\_\_ (date) by \_\_\_\_\_ (name of requestor).

(Seal)

\_\_\_\_\_  
Signature of Notary Public or Deputy County Clerk