

JESSICA FOX, SHELBY COUNTY CLERK & RECORDER
301 EAST MAIN STREET – POST OFFICE BOX 230
SHELBYVILLE, ILLINOIS 62565
TELEPHONE: 217-774-4421

VITAL RECORDS REQUEST FORM - PLEASE READ AND FOLLOW INSTRUCTIONS. FAILURE TO PROVIDE ALL THE REQUIRED INFORMATION WILL RESULT IN YOUR APPLICATION BEING RETURNED TO YOU.

1. Complete the following sections that pertain to the record you are requesting.
2. A copy of a photo ID (such as driver's license, state issued ID card) is required.
3. Enclose a self-addressed, stamped envelope with all requests.
4. Enclose check or money order – make payable to: Shelby County Clerk. **DO NOT SEND CASH!**

CERTIFIED COPY FEES: All Birth, Death, Civil Union and Marriage records must be certified. Certified copies of Birth, Civil Union and Marriage records are \$17.00 for the first copy and \$7.00 for each additional copy of the same record issued at the same time. Certified copies of Death records are \$21.00 for the first copy and \$11.00 for each additional copy of the same record issued at the same time. Searches require a minimum prepaid fee of \$15.00 per five years searched per name per vital record. Any individual under the age of 18 cannot secure a certified copy of their birth record. All fees effective 1/1/2019.

NAME OF PERSON COMPLETING APPLICATION _____

ADDRESS _____

Street

City

State

Zip

TODAY'S DATE _____ PHONE _____

SIGNATURE OF PERSON APPLYING: _____

BIRTH RECORDS: Birth Records on file beginning 1848, very limited until 1880's.

NAME (PRINT): _____

YOUR RELATIONSHIP TO PERSON NAMED ABOVE: _____

EXACT DATE OF BIRTH: _____ NUMBER OF COPIES REQUESTED: _____

FATHER' NAME (PRINT): _____ MOTHER NAME (PRINT): _____

First MI Last

First MI Last (Maiden Name)

DEATH RECORDS: Death Records on file beginning 1878.

NAME (PRINT): _____

EXACT DATE OF DEATH: _____ NUMBER OF COPIES REQUESTED: _____

YOUR RELATIONSHIP TO DECEASED: _____

PURPOSE FOR REQUEST: LEGAL GENEALOGY OTHER: _____

CIVIL UNION/MARRIAGE RECORDS: Marriage Records on file beginning 1827 and Civil Unions beginning 2011.

NAME OF BRIDE/SPOUSE A (Before Marriage): _____

NAME OF GROOM/SPOUSE B (Before Marriage): _____

EXACT DATE OF CIVIL UNION/MARRIAGE: _____ NUMBER OF COPIES REQUESTED: _____

REQUESTED BY (CIRCLE ONE): BRIDE GROOM SPOUSE A/B PARENT GENEALOGIST