



Mayor
Kelly Burke

Village of Evergreen Park

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It is a Village Ordinance that we charge \$10 for one (1) certified copy of a birth record. Additional certified copies of the same record may be obtained at the same time for \$2.00 per copy.

The only person(s) able to legally obtain a birth record are the natural mother, father or legal guardian. In order for the father to obtain a certified copy of a birth record, his name must appear on the birth record. A Legal Guardian must show certified court papers proving guardianship of a minor.

If a person wishes to obtain their own birth record, they must be 18 years of age or older.

All applicants must show a valid photo I.D. in order to obtain a birth record.

To receive a certified copy of a birth record through the mail, send us the following information:

- 1) Name of person for whom you are requesting a birth record, and complete date of birth.
- 2) Name of Co-parent 1 (including maiden name, if applicable)
- 3) Name of Co-parent 2 (including maiden name, if applicable)
- 4) If a person is writing for their own certificate, they must be 18 years of age or older and must send a copy of their valid photo I.D.
- 5) If either parent listed on the birth record is requesting a copy of a birth certificate for their child, they must send a copy of their valid photo I.D. If the mother is remarried, she should sign the application just as she signed the certificate at the time of the birth and then again with her current married name. The requestor's name **MUST** appear on the birth certificate and he (or she) must sign the letter of request.
- 6) If you are the legal guardian, you must send a certified copy of the court papers proving you have legal guardianship of the child, along with a copy of your valid photo I.D.
- 7) A telephone number where you can be reached.
- 8) A self-addressed, stamped envelope.
- 9) Money Order or Cashier's Check made payable to the Village of Evergreen Park.

PERSONAL CHECKS WILL NOT BE ACCEPTED; YOUR APPLICATION WILL BE RETURNED TO YOU UNPROCESSED IF A PERSONAL CHECK IS SUBMITTED FOR PAYMENT

Respectfully,



Kelly A. Kuzlik, Local Registrar