



# Hamilton County Clerk

100 South Jackson Street  
Room 2  
McLeansboro, IL 62859  
(618) 643-2721  
[coclerk@hamiltoncountyil.gov](mailto:coclerk@hamiltoncountyil.gov)

-OFFICE USE ONLY-	
Document Located:	Yes <input type="checkbox"/> No <input type="checkbox"/>
# of Items Issued	_____ x \$8 = \$ _____
Additional Copies	_____ x \$2 = \$ _____
Receipt #	_____ Date ____/____/____
Signature	_____

## APPLICATION FOR GENEALOGICAL SEARCH

**1. Fee: \$8.00 per item. Copies will NOT be certified and will indicate "FOR GENEALOGICAL PURPOSES ONLY"**

**2. Uncertified copies will only be issued for the following types of records:**

- Birth Certificates – if on file for at least 75 years (Proof of death if under 100 years)
- Death Certificates – if on file for at least 20 years
- Marriage Certificates – if on file for at least 50 years

3. Search requested (If more space is needed, please attach separate sheet)	
<b>BIRTH</b>	Name at Birth: _____ Date of Birth: ____/____/____
	Name of Mother (Maiden Name): _____ Name of Father: _____
<b>MARRIAGE</b>	Name of Bride/Groom/Spouse: _____ Name of Bride/Groom/Spouse: _____
	Date of Marriage: ____/____/____ Place of Marriage: _____
<b>DEATH</b>	Name of Deceased: _____ Date of Death: ____/____/____ Age at time of Death: _____
	Place of Death: _____ Name of Spouse: _____
	Name of Mother: _____ Name of Father: _____

4. Applicant Information	
Name: _____	
Mailing Address: _____	
City: _____	State: _____ Zip: _____
Phone: _____	Email: _____
Relationship to person whose record is requested: _____	
Signature: _____	Date: ____/____/____
<b>***PLEASE INCLUDE PAYMENT AND COPY OF PHOTO ID***</b>	