

Hamilton County Board

Re: Updated fee schedule for the County Clerk

WHEREAS, 55 ILCS 5/4-4001 provides that the statutory County Clerk fees may be increased by the County Board if an increase is "justified by an acceptable cost study showing that the fees allowed by this Section (55 ILCS 5/4-4001) are not sufficient to cover the costs of providing the services"; and

WHEREAS, both 55 ILCS 5/4-4001 require a statement of the costs of providing each service, program and activity be prepared and be part of the public record; and

WHEREAS, a statement of cost (attached hereto and made a part hereof) and cost analysis by Bellwether, LLC. has been prepared; and

WHEREAS, 410 ILCS 535/25 directs the County Clerk to collect \$2.00 for the Death Certificate Surcharge Fund and \$2.00 for the Cemetery Oversight Licensing and Disciplinary Fund added to each certified Death Certificate; and

WHEREAS, 55 ILCS 5/4-4001 directs the County Clerk to collect \$5.00 added to each Marriage and Civil Union License for the Domestic Violence Fund; and

WHEREAS, 55 ILCS 5/4-4001 provides authority to the County Board to establish a County Clerk's Automation Fund and collect a \$3.00 fee for each copy of a certified document produced by the County Clerk; and


WHEREAS, based on the Bellwether, LLC study and the recommendation of the County Clerk, and the County Board agrees that the County Code should be amended to change and establish the fees charged by the Hamilton County Clerk.

NOW, THEREFORE, BE IT ORDAINED that the County Code is amended as follows:


TRANSACTION TYPE		FEE FOR SERVICE
Certified Copies, Birth Cert		\$20.00
Additional cert copies, Birth		\$10.00
Certified copies, death cert		\$26.00
Additional Certified copies of death		\$14.00
Marriage License / CU		\$75.00
Certified copies, Marriage/union		\$20.00
Additional Certified -Marriage/ CU		\$10.00
Business, Assumed Name, Assumed Name Change		\$32.00
Tax Redemption		\$124.00
Search Fee	Birth, Death, Marriage	6.00

FURTHER, the described changes listed above shall take effect on July 1, 2023.

PRESENTED, APPROVED and ORDAINED by the Hamilton County Board in special session on May 1, 2023.



Kelly Woodrow, County Board Chairman

Attest: 

Heather Bowman, County Clerk