

Champaign County Clerk's Office

Services

Gordy Hulten
Champaign County Clerk
1776 E. Washington
Urbana, IL 61802
8am-4:30pm, Monday-Friday
(217) 384-3720
TTY: (217) 384-8601
Fax: (217) 384-1241
www.champaigncountyclerk.com
Email: mail@champaigncountyclerk.com

Elections

Voter Registration

- Available up to 28 days prior to an election.
- Must be a United States citizen and at least 18 years old.
- Must update address with County Clerk's Office when you move.
- Must re-register after changing your name.
- Voter registration is available at the following locations:
 - County Clerk's Office
 - Driver's License Facilities
 - Kiosk at the U of I Student Union and Undergraduate Library
- Information available on our website:
www.champaigncountyclerk.com
Link: Election Services

Conducting Elections

- Training election judges.
- Preparing ballots.
- Conducting absentee /early voting.
- Tabulating results.

Election Results

- Available on our website at:
www.champaigncountyclerk.com
Link: Election Services
- Available in print for a fee.

Voting Resources for the Disabled

- Voter Assistance Terminal allows voting without assistance. Ballot marking technology that helps voters with disabilities and other special needs to mark the ballot privately and independently.
 - Available in each polling place and in our office.
 - Allows voters with low vision to listen to the ballot and mark it using a keypad marked in Braille.
 - Allows voters with dexterity limitations to mark the ballot using a touch screen or a rubber tipped stylus.
 - The Voter Assistance Terminal is compatible with a sip and puff tube.
- Hand held magnifiers to enlarge the ballot.
- Signature Guides
- Accessible polling places
- Voter Assistance. Voters may be assisted by a friend, relative or election judges.
- Curbside voting allows election judges to bring a ballot out to your car if you are unable to get into the polling place. Arrangements must be made at least one day in advance through the County Clerk's Office.
- Absentee/Early Voting is available either by mail or in the

County Clerk's Office prior to Election Day.

Vital Records

- Records of births, deaths and marriages occurring in Champaign County.
- Marriage licenses.
- Photo identification is required.

Birth Certificates - Certified Copies

- 1916-present. Limited records prior to 1916.
- Fee: \$11.00 for the first copy and \$3.00 for each additional copy, same certificate, purchased at the same time.
- Available only for persons born in Champaign County.
- Who may obtain a birth certificate:
 - A person must be at least 18 years old to request a copy of their own birth certificate.
 - Parents or legal guardians may request their children's birth certificates.
 - Other persons with a notarized letter from one of the above and a copy of that person's identification.
- To request by mail:
 - Include full name on birth certificate, date of birth, father's full name, mother's full maiden name, your signature, photocopy of your

- photo identification and a return address.
- Payment for mail requests must be made by Money Order or Certified Check.

Death Certificates – Certified Copies

- 1916-present. Limited records prior to 1916.
- Fee: \$13.00 for the first copy and \$5.00 for each additional copy, same certificate, purchased at the same time.
- Available only for deaths occurring in Champaign County.
- Anyone may apply for copies of death certificates.
- To request by mail:
 - Include full name on death certificate, date of death, your signature, photocopy of your photo identification and a return address.
 - Payment for mail requests must be made by Money Order or Certified Check.

Marriage Licenses

- Issued Monday-Friday between 8am and 4pm.
- Both parties must appear, must be at least 18 years of age and must bring identification.
- Marriage licenses for persons 16 or 17 may be obtained with parent's permission.
- Fee: \$30.00 cash.

- Must be obtained at least one day prior to the wedding.
- The license must be used within 60 days.
- Marriage must occur in Champaign County.

Certified copies of Marriage Licenses

- 1830-present. Limited records prior to 1830.
- Fee: \$11.00 for the first copy and \$3.00 for each additional copy, same license, purchased at the same time.
- To request by mail:
 - Include full maiden name of the bride, groom's name, date of marriage, your signature, photocopy of your photo identification and a return address.
 - Payment for mail requests must be made by Money Order or Certified Check.

To request records online:

- www.champaigncountyclerk.com
Link: Birth and Vital Records

Assumed Name Business (DBA)

- Unincorporated businesses operated under a name other than the owner's, must register with the County Clerk.
- Forms and instructions available in our office.
- Fee: \$5.00.

Taxes

- Mobile Home Tax Records
- Delinquent Tax Records
- Local Government Budgets , Levies, Annual Reports and Audits
- Property Tax Extension Information
- Certificates of Purchase and Redemption

Statement of Economic Interest

- All Statements of Economic Interest for Champaign County are filed in our office.
- Forms are mailed out from our office upon request.

Notary Public

- Notary Public Commissions are recorded in our office.

Additional Public Records

- Intergovernmental Agreements
- Zoning Protests
- Contractual Agreements
- County Board Minutes
- County Board Resolutions and Ordinances
- Prevailing Wages Act
- Annexation Ordinances
- Certificates of Estray and Lost Property
- Certificates of Authority
- Private Detective Certificates
- Entertainment Licenses
- Liquor Licenses
- Motel Licenses
- Bonds of County Offices
- Drainage Assessment Rolls
- Statements of Economic Interest
- Copies of the above available for a fee

In Office Resources Available for the Disabled

- The Brookens Center is accessible.
- Aladdin Magnifier to enlarge forms for better readability.
- Hand held magnifiers.
- Signature guides.
- TTY Telephone Answering Machine.