

### **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: \$20.00 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](http://www.champaigncountyclerk.com)  
Link: Birth and Vital Records

**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.