

ELIGIBILITY TO OBTAIN A DEATH CERTIFICATE

Before a request for an uncertified or certified copy can be considered, you must specify your eligibility to obtain it. ILCS410/535/25/4(d) states that copies of death or fetal death records may be issued upon:

- The specific written request for an uncertified or certified copy by a person, or his duly authorized agent, having a genealogical, (record must be more than 20 years old), personal or property right interest in the record.

If you are requesting a death certificate as the **duly authorized agent or legal representative**, please know that you must provide proof.

- We will review the request if you have a written document naming you as one of the following: a licensed attorney acting on behalf of a decedent or his/her estate; an agent authorized by power of attorney; a court-appointed personal representative, executor/administrator; or an agent with expressed, notarized authorization.

If you are requesting a death certificate as someone claiming a **legal, personal or property interest**, please know that you must provide proof.

- We will review the request if you have a written document demonstrating that you have a personal or property interest at stake, such as a will naming you, a letter on a firm's letterhead or a file-stamped copy of a complaint at law.

If you are eligible, please indicate on the front of this application your relationship to the deceased person, whose record you are requesting, the intended use of the copy and proof.

ACCEPTABLE PROOF OF ID

A NON-EXPIRED, GOVERNMENT ISSUED PHOTO ID, such as a driver's license. If you have an extension sticker on your license, submit a copy of both sides of the license. If you do not have a driver's license, a photo ID Card issued by the Department of Motor Vehicles can be provided.

If your driver's license or ID Card is expired or not available, you must submit TWO (2) pieces of documentation with your name on them. In addition to your name, one piece must also have your current address on it to prove your identity.

ONE piece of documentation can be a bill or other USPS mail; the SECOND must be one of the items listed below:

- Medical/car insurance card
- Credit card statement
- Paycheck stub with imprinted information
- Voter's registration card
- Car registration paperwork
- Bank Statement
- Public assistance card
- Active duty military ID w/issued & expiration dates
- EBT Link Card (Illinois Electronic Benefit Transfer)

SOCIAL SECURITY CARDS ARE NOT ACCEPTABLE

