

GEORGIA C. ENGLAND
MOULTRIE COUNTY CLERK & RECORDER

Moultrie County Courthouse
10 S. Main, Suite 6
Sullivan, Illinois 61951

PH: (217) 728-4389

FAX: (217) 728-8178

SCHEDULE OF FEES
AMENDED JULY 1, 2012

VITAL RECORD FEES

THE MOULTRIE COUNTY CLERK'S OFFICE ONLY PROVIDES CERTIFIED COPIES OF VITAL RECORDS, THIS INCLUDES ALL GENEALOGICAL RECORDS.

A COPY OF A PHOTO ID OF THE PERSON REQUESTING BIRTH OR DEATH RECORDS MUST BE ATTACHED TO THE APPLICATION. AT THE DISCRETION OF THE CLERK'S OFFICE, A COPY OF A PHOTO ID MAY ALSO BE REQUIRED FOR MARRIAGE RECORDS. ALL MAIL-IN REQUESTS OF ANY VITAL RECORD REQUIRES A PHOTO ID. TO HAVE VITAL RECORDS MAILED, A SELF-ADDRESSED, STAMPED ENVELOPE IS REQUIRED.

<u>BIRTHS:</u>	Certified copy	\$ 12.00
	Each additional copy of <u>same</u> record	2.00
	<ul style="list-style-type: none">• A person must be at least 18 years of age to request a copy of their birth record.• Parents or legal guardians may request certificates for their children.• Other persons may request and pay for copies to be mailed by our office to the person named on the record, or to a parent.• Department of the State, Municipal Corporation or Federal Government may request copies, or upon the order of a court of record.• GENEALOGICAL – record must be on file a minimum of 75 years. Birth records are on file from 1916 to present; limited records are available from 1859.	

<u>MARRIAGES:</u>	Certified copy	\$ 12.00
	Each additional copy of <u>same</u> record	2.00
	<ul style="list-style-type: none">• GENEALOGICAL – anyone may receive a copy of a Marriage License. Marriage records are on file from 1863.	

<u>CIVIL UNIONS:</u>	Certified copy	\$ 12.00
	Each additional copy of <u>same</u> record	2.00
	<ul style="list-style-type: none">• GENEALOGICAL – anyone may receive a copy of a Civil Union License.	

<u>DEATHS:</u>	Certified copy	\$ 16.00
	Each additional copy of <u>same</u> record	6.00
	Funeral Homes – Veteran receives one free , each additional	6.00
	<ul style="list-style-type: none">• Upon the specific written request by a legal representative of the person to whom the record relates.• Department of the State, Municipal Corporation or Federal Government may request copies, or upon the order of a court of record.• GENEALOGICAL – record must be on file a minimum of 20 years.	

DD214 (MILITARY DISCHARGE): Certified copy

No Charge

55 ILCS 5/3-5015 – Certificates of Discharge...states that military records are only accessible to the person named in the document, dependents who qualify for veteran death benefits, or Veterans organizations to protect the veteran from identity theft. All veteran records are isolated and protected from any public view or access. NOTE: Spouse, brother, sister, cousin, friends CANNOT obtain a copy of a persons DD214 UNLESS they have written authorization from the named person.

OTHER FEES

ASSUMED NAME CERTIFICATES

\$ 5.00

Any unincorporated business being operated under a name other than that of the owner must register with the County Clerk. The fee for changes address, withdrawal of name, etc is \$3.00.

CIVIL UNION LICENSE (effective 8/01/2011)

\$ 50.00

Both parties must appear in the County Clerk's office at least one day prior to the date of the civil union, and the license remains in effect for 60 days. Applicants must be at least 18 years of age.

COPIES

Certified copies (not including Certified Vital Records or Recorded Documents)	\$ 10.00
Photo copies – per single sided copy	.25
per double sided copy	.50
Micro-film – per copy same as photo copy fees above	

FAXES

Local Fax	\$.50
Within 217 area code	1.75
Outside 217 area code	2.00

MARRIAGE LICENSE (effective 8/01/2011)

\$ 50.00

Both parties must appear in the County Clerk's office at least one day prior to the date of marriage, and the license remains in effect for 60 days. Applicants must be at least 18 years of age. If either applicant is under 18 years of age, both parents or guardians of the applicant must sign a parental consent form in person. NOTE: Marriage after a divorce cannot take place for 30 days after the divorce.

NOTARY PUBLIC COMMISSIONS

All notary commissions and renewals are recorded in the County Clerk's office.	
In person	\$ 5.00
By mail	10.00

RAFFLE LICENSE

Organization <u>must be in existence</u> at least five (5) years.	\$ 15.00
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RECORDING FEES

Refer to Recording Fee Chart

TAX SALE REDEMPTION FEE

\$ 45.00