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
ctyclrk@moultrie.com www.moultriecountyil.com

SCHEDULE OF FEES

EFFECTIVE: NOVEMBER 1, 2017

(as amended 09/14/2017 by Ordinance 17-08)

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.

SEARCH FEE:	**Applicable if document is not located.**	**$ 10.00**
BIRTHS:	Certified copy	$ 15.00
	Each additional copy of same record	6.00

- 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.

MARRIAGES:	Certified copy	$ 15.00
	Each additional copy of same record	6.00

- **GENEALOGICAL** – anyone may receive a copy of a Marriage License.
  Marriage records are on file from 1863.

CIVIL UNIONS:	Certified copy	$ 15.00
	Each additional copy of same record	6.00

- **GENEALOGICAL** – anyone may receive a copy of a Civil Union License.

DEATHS:	Certified copy	$ 19.00
	Each additional copy of same record	10.00
	Funeral Homes – **Veteran receives one free**, each additional	10.00

- 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 Veteran's Administration 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. If a person is deceased, a compete service record is available to the parents, spouse, children, or next-of-kin. Next of kin are the unmarried widow or widower, son/daughter, father/mother, brother/sister of the deceased veteran. An ex-wife/husband is not entitled to a copy. Authorized third party requesters (lawyers, doctors, etc. may submit requests for information from individual records with the veteran's or next-of-kin's signed and dated authorization. The authorization should specify exactly what is to be allowed to be released to the third party. Authorizations are valid 1-year from date of signature.

OTHER FEES

ASSUMED NAME CERTIFICATES $ 29.00

Any unincorporated business being operated under a name other than that of the owner must register with the County Clerk. The fee for business name change is $29.00.

CIVIL UNION LICENSE $ 65.00

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	.50
per double sided copy	1.00
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 $ 65.00

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	$ 16.00
By mail	16.00

RAFFLE LICENSE

Organization must be in existence at least five (5) years. $ 25.00

RECORDING FEES

Refer to Recording Fee Chart

TAX SALE REDEMPTION FEE $ 82.00