



# DAWN L. KUPFER-WOODFORD COUNTY CLERK

115 N. Main St • Room 202 • Eureka, IL. 61530

Phone: (309) 467-2822 Fax: (309) 467-7391

**Absolutely no information can be given over the telephone regarding any Vital Record.**

## Death Certificates:

Vital Records are not considered public information, nor are they subject to the Freedom of Information Act.

Under Illinois State Law (410 ILCS 535-Vital Records Act) only specific individuals have legal access to birth, death, or marriage certificates. The Woodford County Clerk's Office will issue certificates to authorized individuals only. To obtain a certified copy of a Death Certificate, you must be one of the following:

To obtain a certified copy of a Death Certificate, you must be one of the following:

- Executor or Administrator of decedent's estate.
- The informant listed on the Death Certificate.
- The next of kin.
- Someone who has a personal or property right interest in the certificate.

Death records may be released to the Informant and spouse named on the cert., the funeral home, or legal agent of the deceased. 20 Years after the date of death, Genealogy copies may be given out stamped 'For Genealogy Purposes Only'.

Requests made in the office require a valid Driver's license, State issued ID, or a Passport (Authorized English translation must accompany identification that is not U.S. issued). The earliest Death Records available in Woodford County begin in 1877. Please note vital record information was not required to be filed prior to 1916.

If the decedent passed outside of Woodford County, please contact the County in which the passing occurred.

Death Certificates can be requested in person, through the mail, or online.

To apply for a Certified Death Record complete the attached page.



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APPLICATION FOR CERTIFIED DEATH RECORD

Name of Person Completing Application: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Phone Number \_\_\_\_\_ Signature: \_\_\_\_\_

DECEDENT INFORMATION		
Single Copy: \$22.00		Additional Copies :\$13.00 each
Name of Deceased		Number of Copies: _____
Date of Death		
Requested By	<input type="checkbox"/> Informant <input type="checkbox"/> Legal Representative    Other _____	

This form must be completed and either faxed to the Woodford County Clerk at 309-467-7391 or e-mailed to [depclerk@woodford-county.org](mailto:depclerk@woodford-county.org)

**YOU MUST FAX OR E-MAIL A COPY OF YOUR ID ALONG WITH THIS APPLICATION AND PAID RECEIPT FROM THE ACCOMPANYING PAYMENT LINK ([www.woodfordcoclerk.com](http://www.woodfordcoclerk.com)) FOR THIS APPLICATION TO BE PROCESSED.** We recommend calling our office at 309-467-2822 to verify the fax has been received. An application received prior to 2:00 pm any business day will go out in that day's mail if payment has also cleared.

If you have any questions please call us.

Thank You  
Dawn L. Kupfer  
Woodford County Clerk and Recorder