



# Information on Obtaining a Civil Union License in Montgomery County, Illinois

**This brochure provided by the office of:**

**Sandy Leitheiser**

*Montgomery County Clerk & Recorder*

#1 Courthouse Square

P.O. Box 595

Hillsboro, IL 62049-0595

Phone: (217) 532-9530

## **WHERE TO APPLY:**

The office of the Montgomery County Clerk & Recorder

#1 Courthouse Square

Hillsboro, IL 62049-0595

*Our office is located on the first floor of the Historic Montgomery County Courthouse.*

Civil union licenses are issued Monday through Friday, between 8:00 A.M. and 4:00 P.M. (The County Buildings are closed for most traditional holidays. Please call or visit our website to determine what days we are closed.)

## **WHEN TO APPLY:**

**Both parties must appear at the Office of the County Clerk.** The license must be obtained at least 1 day prior to being used. The license is void 60 days after the effective date. The license must be used in Montgomery County, Illinois.

## **FEE:**

Please refer to our website for current fees. We accept cash, money order or checks. Make checks payable to Montgomery County Clerk. We accept credit/debit cards in person for a small additional fee, or you could order your record on line using debit/credit card through VitalChek use info below, which will include extra processing and shipping fees.) We accept credit/debit cards in person for a small additional fee, or you could order your record on line using debit/credit card through VitalChek use info below, which will include extra processing and shipping fees.)

## **QUALIFICATIONS:**

### **REQUIRED INFORMATION:**

Please review the information checklist at the end of this brochure. Knowing all of this information in advance of your visit will greatly reduce the amount of time it takes to process your application. (Important information to know includes: the date your most recent divorce/civil union dissolution was finalized, the spelling of your parents full names, and the place of birth for yourself and your parents.) *If you or your partner has had a divorce or civil union dissolution within the past 6 months, you MUST provide a certified copy of the divorce decree or civil union dissolution.*

### **AGE REQUIREMENT:**

In order to enter a civil union in Illinois, you must be at least 18 years of age.

### **PROOF OF AGE:**

It will be necessary to show proof of age when applying for a civil union license. A valid Driver's License or State Photo ID is acceptable.

### **NON-RESIDENTS:**

Non-residents cannot obtain a civil union license if the said civil union would be void in their state.

### **RETURN OF LICENSE:**

The Officiant to the ceremony must return the license to the County Clerk's Office within 10 days after the date of the civil union. An envelope is provided for the license's return. *If, for any reason, the union is not performed, it is your responsibility to return the license to the County Clerk's office to be filed. Under no circumstances should a license be destroyed after it is issued.*

### **USE OF CIVIL UNION LICENSE:**

Your civil union license must be obtained in the County in Illinois where the civil union will take place. The license is not transferable to any other county or state. If you are not sure as to what county the particular city of civil union is located, contact this office for assistance. **The license becomes valid the day after it is issued and is valid for 60 days.**

### **WHO CAN CERTIFY A CIVIL UNION:**

A civil union may be certified by a judge, a retired judge of a court of record or in accordance with the rules of any religion, Indian Nation or Tribe provided that any required officiant is in good standing.

### **CIVIL UNION BY A JUDGE:**

If you wish to have your civil union performed by a Judge, please contact the Montgomery County Circuit Clerk at: 217-532-9546 for more information.

### **PUBLISHING NAMES IN NEWSPAPERS**

Generally, the names of couples who apply for a civil union license are published in area newspapers. The list is sent weekly to the newspapers, and the names are published at their discretion. If you do not want your name to appear in the newspaper, please let the County Clerk staff know this request at the time of license issuance. *Since this information is of public record, we can not guarantee your request for privacy will be granted.*

### **OBTAINING A CERTIFIED COPY:**

A copy of your civil union license issued in Montgomery County may be obtained from the County Clerk's Office. Include the names of both partners, the date of civil union, your name, social security or driver's license number, and signature, along with the applicable fees. See our website for current fees.

**See our website for a request form.**

#### **Address your request to:**

Montgomery County Clerk  
P.O. Box 595  
Hillsboro, IL 62049-0595

**Please note:** Absolutely no information can be given over the telephone regarding specific vital records.

# Information Checklist

- Photo ID for both partners
- Full names of both partners (including name at the time of birth, if different from current name.)
- Current address of both partners (Street address and number, city, county and state)
- Date of birth for both partners
- Place of birth (town and state or foreign country) for both partners
- Social Security Number for both partners
- Years of education for both partners
- Usual occupation for both partners
- Number of previous civil unions each partner has had, and the actual date, county and state that the last civil union or marriage ended for each partner. *(If you or your partner has had a divorce or civil union dissolution within the past 6 months, you MUST provide a certified copy of the divorce decree or civil union dissolution.)*
- Parents' full names (including a parent's maiden name) for both partners.
- Parents' current city and state of residence for both partners
- Parents' state of birth or foreign country for both partners
- If the partners' are related to each other, the nature of their relationship (i.e. third cousins, etc.)

## Helpful Information Includes:

- If you want to order certified copies, and if so how many and where you want them be to mailed
- Daytime phone number
- Date ceremony will take place
- Place ceremony will take place