

STEP-BY-STEP GUIDE

Helping Persons Experiencing Homelessness Get an Illinois Birth Certificate

Public Act 100-0506

START HERE

1. Do you fit one of these descriptions as an “other legal representative”?

- A homeless service agency receiving federal, state, county, or municipal funding to provide those services or otherwise sanctioned by a local continuum of care;
- An attorney licensed to practice in the state;
- A public school homeless liaison or school social worker; or
- A human services provider funded by the state to serve homeless or runaway youth, individuals with mental illness, or individuals with addictions.

2. Prepare your application by printing the required documents:

- A completed [Illinois Department of Public Health birth certificate application](#) printed on organization or district letterhead and notarized.
 - Districts: Fill in the school district name in the “Agency Name & Agency Tax ID” box. Do not include the Agency Tax ID.
- Signed statement on organization or school district letterhead verifying the homeless status of the individual.
 - Districts: Public school homeless liaisons or school social workers are among the service providers who may sign a statement.
- Include copies of signatory’s current employer identification and government-issued identification.

NOTE: INDIVIDUALS WHO ARE HOMELESS MUST NOT BE CHARGED FOR THIS VERIFICATION.

3. Choose how you will be submitting the application:

- Email the documents to:
dph.vitals@illinois.gov
Subject: Homeless Birth Certificate Request
- Mail the documents to:
Illinois Department of Public Health –
Vital Records
Attn: Homeless Birth Certificate Request
605 W. Jefferson St.
Springfield, IL 62702-5097

Who is considered homeless under Illinois law?

In Illinois, a person is considered homeless if they meet the McKinney-Vento definition of “homeless” (42 U.S.C. 11302) and lack a fixed, regular, and adequate nighttime residence, including those who:

- Share housing due to hardship or loss of housing
- Live in motels, shelters, cars, parks, abandoned buildings, or similar settings
- Stay in transitional housing or time-limited shelters
- Are displaced from homes due to natural disaster