

**ST. CLAIR COUNTY CLERK’S OFFICE,
ILLINOIS FREEDOM OF INFORMATION (FOIA)
ACT POSTING PURSUANT TO 5 ILCS 140/1 *et. seq.***

The County Clerk’s Office serves as the official record keeper for all matters relating to County government and as the Chief Clerk for the St. Clair County Board.

The County Clerk’s Office has three main departments which are:

Vital Records Department: This department is responsible for local registrar duties for birth and death records, as well as the filing and maintenance of all birth, death, and marriage records. This department also issues licenses required under the St. Clair County Revised Code of Ordinances. This department is also responsible for maintaining, collecting, and distributing delinquent real estate property taxes.

Election Department: This department is responsible for the execution of election operations for St. Clair County outside the City of East St. Louis. This includes overseeing the manning of polling places, testing and maintenance of voting equipment, Election Judges training, preparing the ballots for Election Day, distribution of election supplies, and tabulating election results.

Tax Extension Department: This department is responsible for the filing of budgets, audits, bonds, financial reports, and tax levies for all public taxing entities throughout St. Clair County. The responsibilities of this department also include calculating the combined equalized assessed value for each taxing body and calculating their tax rate annually.

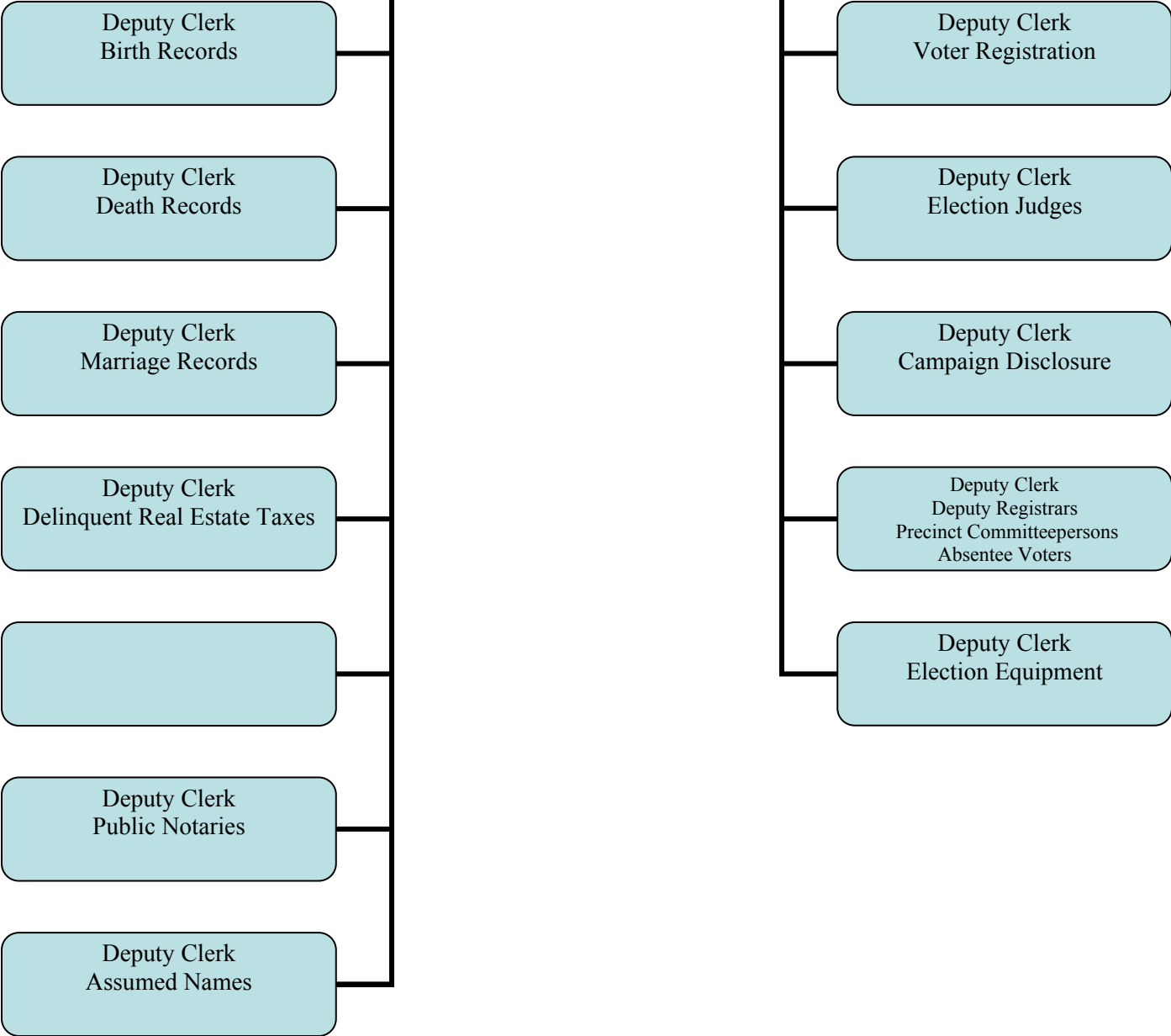
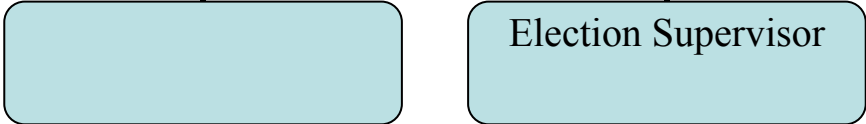
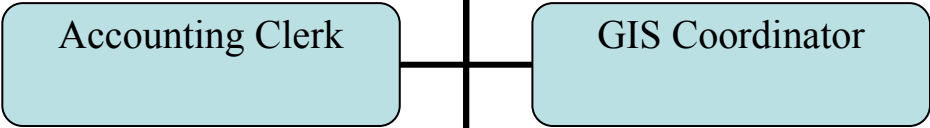
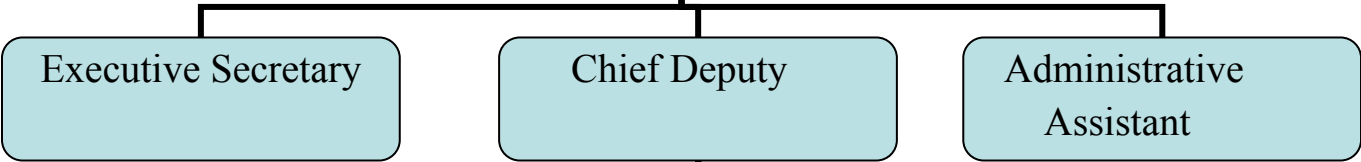
The St. Clair County Clerk’s Office 2014 fiscal budget is: \$1,046,747.00

The St. Clair County Clerk’s Office budget is overseen by the St. Clair County Board Chairman.

The St. Clair County Clerk’s Office organizational structure is as follows and in 2014 includes, (subject to change):

St. Clair County Clerk	1
Full-time Employees	17
Part-time Employees	0

St. Clair County Clerk
Thomas Holbrook



HOW TO REQUEST DOCUMENTS

The St. Clair County Clerk's Office's Freedom of Information Act Officers are: Assistant State's Attorney Leonard E. Cleary Jr., and Assistant State's Attorney Benjamin P. Henning.

In order for any member of the public to submit a FOIA request for information and/or public records from the St. Clair County Clerk's Office, he or she must make such a request in written format and must specifically request the information and/or document(s) requested. Furthermore, the request must be directed either in written format to countyclerk@co.st-clair.il.us or the following address either by United States Mail or in person:

**St. Clair County Clerk's Office
Attn: FOIA request officer
10 Public Square, 2nd Floor
Belleville, IL 62220**

The documents available and under this offices control include but are not limited to:

Absentee Voters Listings
Amusement Licenses
Annexation Ordinances
Assumed Name Certificates
Birth Records (75 years or older for genealogical purposes) *
Bond Certificates
Bond Issues
Campaign Disclosures
Candidate Petition Filings ✦
County Board District Maps *
Death Records (75 years or older for genealogical purposes) *
Delinquent Tax Records
Detachment Ordinances
Election Canvasses
Election Results ✦
Enterprise Zone Ordinances
Government Entity Maps
Liquor Licenses
List of Active Precinct Committeepersons ✦
List of Bonafide State Civic Organizations
List of Deputy Registrars
List of Polling Places ✦
List of Registered Voters
List of Valid Write in Candidates ✦
Marriage Records *
Notary Public Signatures
Oaths of Office
Peddler Licenses
Precinct Maps *
Proposition Filings ✦
Public Taxing Body Audits
Public Taxing Body Budgets
Public Taxing Body Financial Reports
Public Taxing Body Tax Levy Certificates ✦

Public Taxing Body Tax Rates and Extensions ✦
Solicitor Licenses
Statements of Economic Interest
Tax Increment Financing District Ordinances
Township Maps *
Vehicular Landfill Licenses
Voters Registration Certifications

* These items are subject to service fees established by Illinois State Statutes

✦ These items are available online at www.countyclerk.co.st-clair.il.us

**SCHEDULE OF FEES FOR DOCUMENTS REQUESTED PURSUANT TO
ILLINOIS STATE STATUTES**

**The County Clerk's Office has a statutorily base fee schedule.
The fees for documents are as follows:**

Birth Records	\$	13.50
Additional Copies of Birth Record	\$	8.00 ea.
Death Records	\$1	7.50
Additional Copies of Death Records	\$	12.00 ea.
Marriage Records	\$1	3.50
Additional Copies of Marriage Records	\$	8.00 ea.
Marriage Search	\$10.00	
Marriage Licenses	\$32.00	
Tax Estimates	\$	24.15
Certificate of Redemption	\$	30.50
5 Month Take Notice	\$10.00	
Certificate of Surrender	\$32.00	
Demolition Reports	\$10.00	
Notary Public – Mail	\$10.00	
Notary Public – In Person		\$5.45
Certificate of Authority	\$10.00	
Raffle Permit	\$16.70	
Peddler License – Resident 1 year		\$50.00
Peddler License – Non Resident 1 year		\$75.00
Solicitor License – Resident 1 year		\$50.00
Solicitor License – Non Resident 1 year		\$50.00
Solicitor License – Daily	\$10.00	
Fireworks Permit	\$16.70	
Assumed Name	\$	13.50
Assumed Name – Address Change		\$2.00
Assumed Name – Name Change		\$2.00
Assumed Name – Publication		\$1.00
Assumed Name – Withdrawal		\$1.50
Plat Certifications	\$26.95	
Mobile Home Tax Estimate	\$2	4.15
Mobile Home Certification of Redemption		\$30.50
Liquor License – Renewal	\$16.70	
Liquor License – New Applicant		\$250.00
Liquor License – Class A	\$400.00	
Liquor License – Class B	\$600.00	
Liquor License – Class C	\$200.00	
Liquor License – Class D	\$600.00	
Liquor License – Special Event Beer & Wine		\$20.00 per day
Amusement License	\$50.00	
Vehicular License	\$1	3.85

Vehicle License – Truck	\$50.00	
LaserJet Paper Maps – 8.5 x 11		\$4.00
LaserJet Paper Maps – 11 x 17		\$6.00
Plotter Paper Maps – 18 x 24		\$10.00
Plotter Paper Maps – 36 x 44		\$15.00
Petition of Discovery	\$10.00	per Precinct
County Wide Voter Registration List		\$237.50
Taxing District Voter Registration List		Based upon number of registered voters
Electronic Files on CD	\$5.00	
Special Computer Processing Fees		\$75.00 per hour
Mailing Labels	\$.07	ea.

Please note: This office may require payments of all fees prior to the initiation of any copying of documents pursuant to statute. Reproduction fees for requests to be used for commercial purposes require advanced payment of all fees.

SCHEDULE OF FEES FOR DOCUMENTS REQUESTED PURSUANT TO THE ILLINOIS FREEDOM OF INFORMATION ACT 5 ILCS 140/1 et. seq.

The County Clerk's Office has a statutorily base fee schedule. The fees for documents not covered by the statutorily based fee schedule are as follows:

The first fifty (50) pages of black and white, letter or legal sized copies are FREE.

Each copy after the 50th page of black and white, letter or legal sized is 15 CENTS per page.

A request of color copies or copies in a size other than legal or letter will be charged the office's ACTUAL COST OF REPRODUCTION of these copies.

For all documents produced in electronic format, the requestor will be charged the office's ACTUAL COST OF PROVIDING THE MEDIA (CD, DVD, diskette, etc.) which will contain the document(s) requested. No per page cost will be charged for documents provided only in electronic format.

For obtaining a certified copy an additional fee of \$1.00 PER CERTIFIED DOCUMENT will be assessed.

Please note: This office may require payments of all fees prior to the initiation of any copying of documents pursuant to statute. Reproduction fees for requests to be used for commercial purposes require advanced payment of all fees.

FOIA REQUEST

** PLEASE NOTE: Although we are providing this form for your convenience and to expedite your request, you are not required, pursuant to Illinois State Statute, to use this format for your request. Additionally, please retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request. **

Name and Address of Public Body Receiving Request: _____

Date Requested: _____

Request Submitted By: ___ E-mail ___ U.S. Mail ___ Fax ___ In Person

Name of Requester: _____

Street Address: _____

City/State/County Zip (required): _____

Telephone: _____ E-mail (Optional): _____

Fax (Optional): _____

Records Requested: *Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary. _____

--Do you want copies of the documents? YES or NO

--Do you want *Electronic Copies (if available) or Paper Copies? _____

(* Pursuant to Illinois State Statute this office is only required to produce electronic copies in the format in which they are maintained.)

Is this request for a Commercial Purpose? YES or NO

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose if requested to do so by the public body. 5 ILCS 140.3.1(c)).

Are you news media or a non-profit, scientific or academic organization? YES or NO

Are you requesting a fee waiver? YES or NO

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)).