

# THE WILL COUNTY CLERK'S OFFICE



A tradition of Service



*We want  
you to  
know  
how the  
County  
Clerk's  
office  
serves  
you!*

**Keeper of County Records and  
Clerk of the County Board**

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**Chief Election Official for the  
County**

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**Voter Registration**

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**Tax Extension Department**

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**Vital Records**

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**Marriage Licenses**



**Nancy Schultz Voots**

W I L L C O U N T Y C L E R K



## Service is our Hallmark

The Will County Clerk's office is dedicated to serving all the citizens of Will County in a professional and timely manner. It is the mission of our experienced, knowledgeable staff to provide friendly, accurate and efficient service to all our customers at our counter, by telephone or mail, or via the Internet at our website, [www.willclrk.com](http://www.willclrk.com).

Serving the fastest growing county in Illinois is an exciting challenge, and the Will County Clerk's office is constantly reviewing and updating office systems, processes and procedures to better meet the needs of those we serve. Over the past several years we have implemented many new ideas and services and updated our technology to keep pace with changing times and to comply with all state and federal mandates. Please visit our website for more details about our recent activities and accomplishments.

While we are proud of the progress we have made and look forward to implementing more innovations in the future, one thing remains constant: service is at the very heart of our mission. It is a vital part of our tradition and the reason we have maintained an excellent reputation throughout our long and distinguished history.

The Will County Clerk's office has six major functions, and this brochure will tell you more about each of our areas of responsibility. If you have any questions or comments, please feel free to visit our office, call us or write to us.

*It is an honor and pleasure to serve you!*

*Nancy Schultz Voots*

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## Keeper of the County Records and Clerk of the County Board

County Board meetings are held the third Thursday of each month at 9:30 a.m. in the Will County Board Room, 302 N. Chicago Street, Joliet. All proceedings of the County Board are compiled and kept on permanent file in the Will County Clerk's office. Minutes from monthly meetings are available on our website.

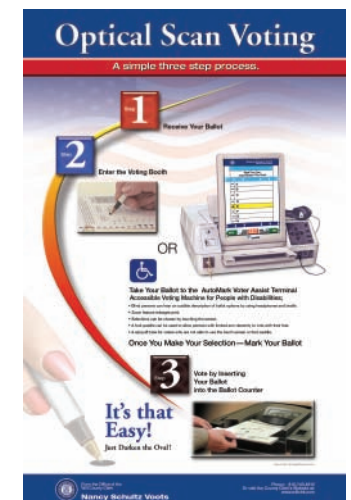
For more information about County Board Services, call us at (815) 740-4614 or visit our website, [www.willclrk.com](http://www.willclrk.com).

## Chief Election Official for the County

The County Clerk is the chief Election Authority administering all Federal, State and County elections throughout Will County. In 2004, the County Clerk's office implemented an optical scan voting system to meet new legislative requirements of the Help America Vote Act (HAVA), and in 2006 the office introduced AutoMARK ballot-marking technology allowing voters with disabilities and other special needs to mark an optical scan ballot privately and independently.

The County Clerk's office also offers a variety of other election-related services including:

- Candidate services such as campaign disclosure materials, statements of economic interest and petitions of nominations of elections
- Preparing ballots
- Absentee voting programs for registered voters unable to vote in person at the polls on Election Day and others who are eligible to vote by absentee ballot
- Securing polling places
- Recruiting, training and scheduling election judges and election workers





- Tabulation of results on Election Night updated approximately every 15 minutes
- Conducting the official canvass of elections

For more information about election services, call us at **(815) 740-4794** or visit our website, [www.willclrk.com](http://www.willclrk.com).

office, through a Deputy Registrar duly appointed by the County Clerk or at their local municipal or township office or other local agencies. Registration closes 28 days prior to Election Day.

The County Clerk's office is also required to verify the accuracy of the voter rolls. A new voter registration system, implemented in 2004, ensures that records are processed and updated with greater efficiency and precision. The office also maintains the accuracy of its voter information by mailing notices to all registered voters to confirm their residency at the address on file. To help us in our effort to keep our voter lists up-to-date for Election Day, we encourage family members who know of a relative who has moved outside of Will County or is now deceased, to notify us by completing a VR Information Update Form. The form may be mailed to our office or faxed to us at **(815) 740-4699**.

For more details about registering to vote, what to do if you change your name or address or for other information about voter registration services, call us at **(815) 740-4620** or visit our website, [www.willclrk.com](http://www.willclrk.com).

## Voter Registration

There are currently 452 precincts in Will County and over 335,000 registered voters. The County Clerk's office processes all voter registration records and sends voter identification cards to all those who register to vote. While a voter is not required to present their voter card in order to vote on Election Day, the card provides them with important information including where they should vote as well as their congressional, state senate, state representative and county board districts. A voter's registration does not expire unless they move or change their name.

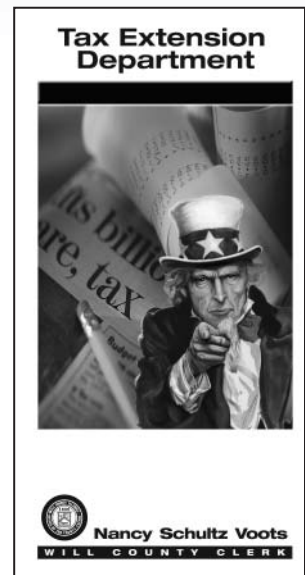
Anyone who is a U.S. citizen, 18 years of age by the date of the next election and a resident of their Will County precinct address for 30 days immediately prior to the next election may register to vote. Qualified Will County residents may register to vote at the County Clerk's



## Tax Extension Department

The Tax Extension Department accepts the filing of the annual budgets, levies, financial reports and boundary changes of all taxing bodies and calculates the tax rates and extensions for each unit of government. In an effort to help the 238 taxing districts in Will County and their consultants comply with state tax laws, the department offers numerous publications for a fee. Individual District Taxpayers Reports with equalized assessed valuations are also available. For more information about our Tax Extension services, call **(815) 740-4627** or visit our website, [www.willclrk.com](http://www.willclrk.com).

The Forfeiture/Tax Sale Redemption area of the office collects payments for delinquent taxes. If you have any questions, please call **(815) 740-4622**.





## Vital Records

The County Clerk's office is the depository for Will County vital records including birth, death and marriage records. Certified copies of these records may be purchased at our counter during regular business hours or by written request. Fees are as follows:

**Birth records:** \$9 for the first copy and \$4 for additional copies of the same certificate.

**Death records:** \$11 for the first copy and \$6 for additional copies of the same certificate.

**Marriage records:** \$9 for the first copy and \$4 for additional copies of the same certificate.

The Will County Clerk's office also participates in the VitalChek network, [www.vitalchek.com](http://www.vitalchek.com), which allows individuals to order copies

of vital records including birth, death and marriage certificates on an expedited basis online, by telephone during regular business hours, or by fax 24 hours a day. Only a valid MasterCard, Visa, American Express or Discover card is acceptable.

Copies of Will County birth records on file for at least 75 years, death records on file for at least 20 years, and marriage records on file for at least 50 years are also available to purchase for genealogical purposes.

For more information about our vital records services, call (815) 740-4615 or

visit our website, [www.willclrk.com](http://www.willclrk.com).

## Marriage Licenses

The Will County Clerk issues licenses for marriages that occur in Will County only. Both the bride and groom must be 18 years of age to obtain a license (persons who are 16 or 17 need the consent of both parents) and both must apply in person for the marriage license. A marriage license becomes effective one day from the date it is issued and is valid for 60 days from the date it becomes effective. The cost of a marriage license in Will County is \$23.

Marriage licenses are issued at the Will County Clerk's office in downtown Joliet and at both satellite branch offices in eastern and northern Will County.

For more information about marriage license services, call (815) 740-4626 or visit our website, [www.willclrk.com](http://www.willclrk.com).

## Filing Public Documents and Other Services

The Will County Clerk's office also offers the community the following services:

- **Assumed Business Name Certificates**, filed in the Will County Clerk's office, are required for any person or persons conducting business in Will County under an assumed name other than their real name or names of the owner(s) conducting or transacting the business. For more information, call (815) 740-4625 or visit our website, [www.willclrk.com](http://www.willclrk.com).
- **Notary Public Commissions** are recorded in the Will County Clerk's office. For more information, call (815) 740-4302 or visit our website, [www.willclrk.com](http://www.willclrk.com).
- The **Accounts Payable** area processes all claims for goods and services for the entire county. The department processed 42,319 invoices last year.
- **Telephone Assistance for Hearing Impaired Customers** enables our office to converse with hearing-impaired customers using typed text. For more information about this service, call (815) 740-4621.



## Office Locations

The Will County Clerk's Main Office is located at:

302 N. Chicago Street • Joliet IL 60432

**(815) 740-4615** Fax: **(815) 740-4699**

E-mail: [coclrk@willcountyillinois.com](mailto:coclrk@willcountyillinois.com)

## Hours:

8:30 a.m. to 4:30 p.m., Monday-Friday

9:00 a.m. to Noon, Saturday

(Saturday marriage licenses by appointment only)

Limited services are also available at the following branch offices:

## Dupage Township Office

241 Canterbury Lane • Bolingbrook, IL 60440

**(630) 759-1317**

(Call for hours available)

## Crete Township Office

1367 Wood Street • Crete, IL 60417

**(708) 672-8279**

(Call for hours available)

For more detailed and updated information about any of the services offered by the Will County Clerk's office, visit our website at:

[www.willclrk.com](http://www.willclrk.com)



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