

DON GRAY  
SANGAMON COUNTY  
ELECTION OFFICE

SANGAMON COUNTY BUILDING  
200 SOUTH NINTH STREET  
SPRINGFIELD, ILLINOIS 62701

TELEPHONE: 217-753-8683/FACSIMILE: 217-753-6739

[countyclerk.sangamonil.gov](http://countyclerk.sangamonil.gov)



**SANGAMON COUNTY CLERK'S OFFICE  
FREEDOM OF INFORMATION**

**Main Office:** Sangamon County Clerk's Office is located in the Sangamon County Building, 200 South 9<sup>th</sup> Street, 1<sup>st</sup> Floor, Springfield, IL 62701.

**Other Locations:** There are no separate offices in other locations.

**Purpose:**

**Vital Records**

The County Clerk is the official record keeper for births, marriages/civil unions and deaths that occur in the City of Springfield and Sangamon County. The Vital Records Department provides certified copies of these documents for eligible individuals upon request. In addition, the Clerk's Office issues marriage and civil union licenses, raffle and poker run licenses and fireworks permits. The Clerk's Office also certifies the names of businesses that operate under a name other than that of its owner (DBA'S) and accepts Statements of Economic Interest Filings.

**Clerk of the County Board**

The Clerk is the official clerk of the County Board and keeps a record of the official proceedings including all resolutions, ordinances and documents referenced in the Board's proceedings.

**Election Authority**

The County Clerk is also the chief Election Authority administering elections throughout Sangamon County. The County Clerk is responsible for providing a variety of services to the voters including; voter registration and outreach programs; absentee, early and grace period voting; recruitment, training and scheduling of election judges; and election night tabulation of results. Our office also provides candidates, political parties, media, local units of government and the general public with election information such as; precinct lists, maps of political subdivisions, pollwatcher credentials and election results.

**Tax Information**

The County Clerk is also responsible for calculating the property tax rates for all of the representative taxing agencies that serve all of the property owners of Sangamon County and accepts the levy filings for taxing agencies in the county. The Clerk is also the Assessor for Capital Township.

**Freedom of Information (FOI) Officer:** Sangamon County Clerk's Freedom of Information Officer is Stacey Kern, Director of Elections, located in the Sangamon South Building, 200 S. 9<sup>th</sup> Street, 1<sup>st</sup> Floor, Springfield, IL 62701. Phone (217) 535-3235.

**FOI Procedures:** Interested parties can request information in any way convenient to them. FOI request forms are available on our website or requests may be made in-person or via mail or faxed to (217) 753-6739. Contact the FOI officer (see above) if any questions on how or where to submit a request.

**Budget:**

Sangamon County Clerk's Vital Records budget for the current fiscal year is \$635,715.

Sangamon County Clerk's Vital Statistic Fund budget for the current fiscal year is \$47,262.

Sangamon County Clerk's Election Office Fund budget for the current fiscal year is \$1,946,152.

**Employees:** Sangamon County Clerk's Office currently has 16 full-time employees and 4 Part-Time employees.

**Advisory Boards:** The Sangamon County Clerk's Office's budget is governed by the 29 member Sangamon County Board who are elected. The Clerk's Office reports monthly to the bi-partisan Election Oversight Committee composed of the following members of the County Board; Brad Miller (Chairman), Jennifer Deaner, Abe Forsyth, Gina Lathan, Tom Madonia, Cathy Scaife, and Joel Tjelmeland, Jr..