

1.	<b>Illinois Adoption Registry and Medical Information Exchange (Registry) Registration</b>	<b>Date Completed</b>
<input type="checkbox"/>	Obtain Registry application. Forms can be obtained on the Registry website at: <a href="http://www.idph.state.il.us/vitalrecords/adoptioninfo.htm">www.idph.state.il.us/vitalrecords/adoptioninfo.htm</a> or calling 877-323-5299 (toll free) or 217-557-5159. You may also call our office and we will send the Registry forms to you.	
<input type="checkbox"/>	Complete Registry application. If you have questions about how to complete the forms, call the Registry at 877-323-5299 (toll free) or 217-557-5159. You may also call our office for assistance.	
<input type="checkbox"/>	Mail Registry application. Registry forms should be mailed to: 925 E. Ridgely Ave., Springfield, IL 62702-2737	
<input type="checkbox"/>	If you have not received your verification letter from the Registry within 6-8 weeks of mailing your forms to them, call the Registry at 877-323-5299 (toll free) or 217-557-5159.	
<input type="checkbox"/>	Make sure that the letter you receive from the Registry says that you are fully registered and that there was “no match” found. If there was a “match” please contact CISI for further instruction. Make a copy of the letter you receive. You must send a copy to the Court along with your petition to have a CI appointed.	
2.	<b>Complete the legal forms to send to the Court requesting appointment of a CI.</b>	<b>Date Completed</b>
<input type="checkbox"/>	Legal forms may be obtained on the CISI website <a href="http://www.ci-illinois.org">www.ci-illinois.org</a> or from the CISI office. If you are filing in Cook County, you must use special forms and instructions. You can find them on-line at <a href="http://www.cookcountycourt.org/divisions/county/adoptions_forms.html">http://www.cookcountycourt.org/divisions/county/adoptions_forms.html</a> . Call our office at 847-298-9096, ext. 29 if you want us to send the forms to you.	
<input type="checkbox"/>	Complete the legal forms. If you have questions about how to complete the forms, call the CISI office. We are glad to help.	
3.	<b>Mail or deliver completed legal forms to the Court.</b>	<b>Date Completed</b>
<input type="checkbox"/>	Mail or deliver the following documents to the Court. If you need the address of the Court, please contact the CISI office: <input type="checkbox"/> Petition for the Appointment of a Confidential Intermediary <input type="checkbox"/> Order for Appointment of a Confidential Intermediary <input type="checkbox"/> Copy of the letter from the Registry stating that you are registered <input type="checkbox"/> Cover letter ( <a href="#">Click here</a> for a sample cover letter.) <input type="checkbox"/> Copy of your photo identification <input type="checkbox"/> Request to be absent from hearing, if applicable.	