

1.	Illinois Adoption Registry and Medical Information Exchange (Registry) Registration	Date Completed
<input type="checkbox"/>	Obtain Registry application. Forms can be obtained on the Registry website at: www.idph.state.il.us/vitalrecords/adoptioninfo.htm 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.	Complete the legal forms to send to the Court requesting appointment of a CI.	Date Completed
<input type="checkbox"/>	Legal forms may be obtained on the CISI website www.ci-illinois.org 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 http://www.cookcountycourt.org/divisions/county/adoptions_forms.html . 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.	Mail or deliver completed legal forms to the Court.	Date Completed
<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 (Click here for a sample cover letter.) <input type="checkbox"/> Copy of your photo identification <input type="checkbox"/> Request to be absent from hearing, if applicable.	