

**NOTE: Completion of an application for a Certificate of Personal Status does not guarantee that the certificate will be issued.**

### **CHECKLIST FOR PERSONAL STATUS CERTIFICATE DOCUMENTATION**

- Two passport photos, signed on the back.
- Photocopy of birth certificate.
- Passport or other I.D. with picture. **Send us a photocopy** of the page with your picture and I.D. number.
- Completed application for certificate of personal status.
- A signed letter from the applicant declaring that you have never been married, civilly or religiously. If you have been married previously, please phone our office and the Rabbinic Administrator will guide you in completing the application.
- Two letters from Jewish friends, acquaintances, or business associates, declaring that you are known to them as Jewish, single, and never previously married. These letters may be handwritten, but must appear on a letterhead or stationery indicating where the person may be contacted for verification of the information.
- One Jewish friend or relative may be required to come to our office to sign the above letter in our presence.
- (If available and/or required) Copies of any additional documentation, e.g. parents' ketuba, grandparents' ketuba, birth certificates, burial information, et al.
- Payment of \$50 (or \$70 for a couple's two certificates), payable to "cRc".

After you return your completed file to our office, Chicago Rabbinical Council, 2701 West Howard, Chicago, Illinois 60645, we will call you to discuss the details of your certificate. If you have any questions, call our office at (773) 465-3900.

**Please make sure that the requested items on this checklist are enclosed so there will be no unnecessary delay.**