

Name: Record Information Services

Description: Illinois public record data from 17 databases that can be used for business marketing and research:

- Download customer and prospect marketing lead lists; create letter and envelope mail merges and mailing labels for direct mail marketing campaigns
- Target new companies (esp. home based and office complex businesses) to offer products and services
- Mortgage companies can help those out of foreclosure by offering a new mortgage
- Auto dealers, credit issuers and analysts find and target newly filed and discharged bankruptcies to offer services
- Reach out to new homeowners who need to find local merchants and services



Access: www.wheatonlibrary.org → Business Resource Center → Search business databases → Record Information Services

Marketing/Sales Lists:

Click **Public Record Marketing Lists**



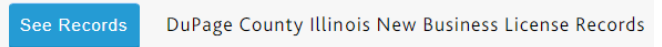
Scroll down and click the public record database to search



Click **New Businesses** to access Illinois Business Licenses/DBA's for Cook, DeKalb, DuPage, Kane, Kendall, Lake, McHenry, and Will counties in all types of businesses

Build Marketing List:

Scroll down and click **See Records** on a county to search and target



Click the database to search

• [Business Licenses](#)

Click the county to search for business license records

• [DuPage Records](#)

Create search criteria - date range, company name, contact name, city, phone, zip code, etc. - to customize marketing lists

Enter **1/1/20 – 4/27/20** Input Date Range and Choose City **Wheaton**

Begin your Search below

Show Record Count by Year

Input Date Range - help - Select a Date Range
 -

Company Name

Last Name - help

Telephone - help

City - help

 Willowbrook
 Winfield
 Wood Dale
 Woodridge

Zip Code - help

 60101
 60103
 60105
 60106

Census Age - help

Census Income - help

DB ID Number

Hold CTRL Key down for multi select

Scroll down and click **Find Data**

Find Data

Check or uncheck fields to display on the final report
Click **Run Report**


<input checked="" type="checkbox"/> RIS Input Date	<input checked="" type="checkbox"/> Company Name	<input checked="" type="checkbox"/> Address
<input checked="" type="checkbox"/> City	<input checked="" type="checkbox"/> State	<input checked="" type="checkbox"/> Zip Code
<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/> Middle Name	<input checked="" type="checkbox"/> Last Name
<input checked="" type="checkbox"/> Telephone Number	<input checked="" type="checkbox"/> Business Description	<input checked="" type="checkbox"/> Filing Date
<input checked="" type="checkbox"/> County Filing Number	<input checked="" type="checkbox"/> Census Block	<input checked="" type="checkbox"/> Latitude
<input checked="" type="checkbox"/> Longitude	<input checked="" type="checkbox"/> Census Tract	<input checked="" type="checkbox"/> Census Age
<input checked="" type="checkbox"/> Census Average Income		

Run Report Check All UnCheck All

Results Screen:

- **Showing Results** - displays number of results at top of screen
- First **full record** displayed
- **Scroll** through records - use the arrow keys at the top and bottom of each record
- **Linked Fields** (name, company name, phone, property ID #) may appear. Click the link www.checkillinois.com to conduct background checks and view more public records on field, if available

Showing Results 1 of 13 Records

RIS Input Date	1/3/2020	Company Name	Thea Beas Bags
Address	1576 Burning Trl	City	Wheaton
State	IL	Zip Code	60189-7210
First Name	Kelly	Middle Name	
Last Name	 Whitkanack	Telephone Number	8153255884
Business Description	Retail Handbags & Merchandise	Filing Date	12/23/2019
County Filing Number	77266	Census Block	3018
Latitude	-88.131945	Longitude	41.846561
Census Tract	842604	Census Age	
Census Average Income	\$60,000.00	DB ID Number	49408

1 2 3 4 > Last »

Click **Start New Search** icon (top left) and **Edit Current Search** - to revise search if none or too many results

Download Marketing Prospects and Lead Data:

Email Record - current record

Field Definitions - see definitions of all fields

Q Start New Search

Q Edit Current Search

Email Record

Field Definitions

Printer Icon – print and/or save current record to PDF. Create PDF all the records

Letters/Labels/Envelopes -

Create letter and/or envelope merge
5160 Mailing Labels with all results
200 record limit

Letters / Labels / Envelopes

Letter Merge with HTML Content

Envelope Merge

Standard 5160 Mailing Labels

Save Record to PDF

Printable Current Record

Print All Records to PDF (Limit 1,000 Records)

Return to record results - use back button on browser

Additional Information: (top of screen)

Change Database - switch to a different Public Records Database

Helpful Tips - view general instructions, field definitions, sample record for each database

FAQ - how to use and save data

Change Database

Helpful Tips

Provide Feedback

FAQ

Sample Exercises:

1. Find a list of home-based business in DuPage County.
2. Create a list of new homeowners in Will County to target your lawn services.
3. You have a hair salon with a limited marketing budget and need to target customers most likely to use your services.
4. A mortgage company wants to offer a new mortgage to those on the brink of foreclosure in Cook County.
5. A bank needs a list of those who have declared bankruptcy in DeKalb County in the last 2 years.
6. How many houses were sold in the past 5 years in Champaign County?