

PERMISSION SLIP

Only the groom, bride, or children that were a product of the marriage may get the certificate from us. In order for us to release the certificate to someone else, we require the **persons** on the certificate to fax us a permission slip allowing a specific person to pick it up for them.

Once we receive the permission slip, the person picking up the certificate will have to present his or her photo-ID to pick the certificate up.

The permission slip must have

- The first and last name of the person receiving permission
- **The signature of the person granting permission and the date**
- **A legible copy of the PHOTO-ID of the person granting permission**

You may use the included permission slip form to submit the required information to our office.

Please use the following contact information below.

Our Fax Number: (304) 558-8001

Our Voice Number: (304) 558-2931

Thank You for Your Cooperation

Authorization To Obtain Certificate

I, _____ give my permission for
Person Granting Permission

_____ To
First and last names of the person receiving permission to obtain the certificate

Obtain my Marriage certificate.

Signature of Permission Grantor

Date Signed

Marriage Information		
Name of Groom		
Name of Bride		
Date of Marriage (Month)	(Day)	(Year)
City of Marriage	County of Marriage	

This form must include a copy of the permission grantor's Photo ID for Vital Registration to release the record. The photo-ID must be legible!