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

______________________________ To

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

Obtain my Marriage certificate.

______________________________ ________________________
Signature of Permission Grantor Date Signed

<table>
<thead>
<tr>
<th>Marriage Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Groom</td>
</tr>
<tr>
<td>Name of Bride</td>
</tr>
<tr>
<td>Date of Marriage</td>
</tr>
<tr>
<td>(Month) (Day) (Year)</td>
</tr>
<tr>
<td>City of Marriage</td>
</tr>
<tr>
<td>County of Marriage</td>
</tr>
</tbody>
</table>

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!