

# Application for Certified Copy of West Virginia Certificate of Birth Resulting in Stillbirth

Please complete on-line, print, sign, and mail as instructed below or print except where signature is required.

The following pertains to information that would be found on the certificate being requested.

## Name of Stillborn

## Sex:

## Date of Delivery

\_\_\_\_\_  
First Middle Last  Male  Female \_\_\_\_\_  
Month/Day/Year

## Mother's Maiden Name

## Mother's Place of Birth

\_\_\_\_\_  
First Middle Last City, Town , Other Location County State or Foreign Country

## Father's Name

## Father's Place of Birth

\_\_\_\_\_  
First Middle Last City, Town , Other Location County State or Foreign Country

## Place of Delivery

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

Hospital Name \_\_\_\_\_

## Requestor's Relationship to Stillborn:

Parent - Note: Under law, only a parent listed on the originally filed Report of Fetal Death may request the preparation of a Certificate of Birth Resulting in Stillbirth

**Making false statements and misuse of vital records will result in criminal and civil penalties pursuant to WV Code §16-5-38.**

\_\_\_\_\_  
Signature (Required)

\_\_\_\_\_  
Printed Name (Required)

Requesting \_\_\_\_\_ copies at \$12.00 per copy and enclosing \$\_\_\_\_\_.

Please send check or money order. Please do not send cash.  
Make checks payable to: Vital Registration

Send copies to: Print your mailing address below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
City State Zip

( ) \_\_\_\_\_  
Area Code Your daytime telephone number:

\_\_\_\_\_  
E-Mail address

Submit form with check or money order to:

Vital Registration  
Room 165  
350 Capitol Street  
Charleston, WV 25301-3701

Telephone: (304) 558-2931

**Stillbirth records are confidential and not open to the general public, except for those that are at least 50 years old.**

**Only the parents listed on the stillbirth certificate are entitled to obtain it.**

All requests must be accompanied by a valid ID as listed below. The acceptable documents listed may change without prior notice. For mail requests, a photocopy of the document is sufficient, please do not send the original.

**Submit one (1) document from the primary list OR two (2) documents from the secondary list.**

#### **Primary Documents**

- DMV-issued driver's license unexpired or expired for not more than five years;
- DMV-issued learner's/instruction permit unexpired or expired for not more than five years;
- DMV-issued photo identification card (excluding child ID cards) unexpired or expired for not more than one year;
- Current Photo ID card, (school and employment). Check Cashing Cards are not acceptable;
- Unexpired U.S. military ID card of an active duty or retired member (ID cards of military dependents are not acceptable as primary identity documents);
- U.S. Passport unexpired or expired for not more than five years;
- West Virginia Criminal Justice Agency Offender Information Form; or
- United States Probation Offender Information Form

#### **Secondary Documents (Require two of below selections)**

- Social Security Card
- A utility bill (phone, electric, gas, water, etc.) with your name and current address;
- Automobile registration with your name and current address;
- Automobile insurance card with your name and current address;
- Voter's Registration Card with your name and current address;
- Checking account deposit slip or bank statement stating name and current address;
- Paycheck stub or a W-2 form with your name and current address;
- U.S. Selective Service Card;
- U.S. military discharge papers (form DD214);
- Health care insurance card;
- Unexpired welfare/social services identification card with photo, issued by a municipality;
- Unexpired weapons or gun permit issued by federal, state or municipal government; or
- Veterans' Universal Access Identification Card.