



Application for Certified Copy of West Virginia Birth Certificate

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 person on the certificate

Date of Birth

First

Middle

Last

Month/Day/Year

Mother's Maiden Name

First

Middle

Last

Sex:

Male

Female

Father's Name

First

Middle

Last

Place of Birth

City _____

County _____

State _____

Hospital _____

Requestor's Relationship:

Parent/Grandparent Guardian or agent Child/Grandchild

Certificate of my own birth Spouse Brother/Sister

Photo identification is required for all orders. Please enclose a copy of your photo ID as well as proof of relationship if ordering a certificate other than your own.

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 and a copy of your photo ID.

Please do not send cash.

Make checks payable to: Vital Registration

Send copies to: Print your address below.

City _____ State _____ Zip _____

Submit form with check or money order to:

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

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Area Code

Your daytime telephone number:

E-Mail address _____

Telephone: (304) 558-2931

Birth records are confidential and not open to the general public, except for those that are at least 100 years old.

Who is entitled to obtain records:

- You if you are 18 years of age or older, or an emancipated minor, in which a court order would be required;
- Parents/grandparents;
- Adult children/grandchildren;
- Adult siblings;
- Spouse; and
- Legal guardians or legal representatives (proof of legal guardianship/representation also required)..

Proof of relationship may also be required.

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.