



Application for Copy of West Virginia Death Certificate

Please 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 Death

First

Middle

Last

Month/Day/Year

City

County

State

Sex:

☐

Male

☐

Female

The information below pertains to the person requesting the certificate.

Requestor's Relationship: Parent ☐

Guardian or agent ☐

Grandparent ☐

Child of decedent ☐

Spouse ☐

Other ☐ (Describe)

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)

Reason for request:

Enclosed is \$ for copies at \$12.00 per copy.

Please send check or money order. Please do not send cash.

Make checks payable to: Vital Registration

Send copies to: **Print** your address below.

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Area Code

Your daytime telephone number:

City

State

Zip

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

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

Who is entitled to obtain records:

- Informant listed on the death certificate;
- Parents/grandparents;
- Adult children/grandchildren;
- Adult siblings;
- Spouse; and
- Legal representatives (proof of legal 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.