# 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.

<table>
<thead>
<tr>
<th>Name of person on the certificate</th>
<th>Date of Death</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Month/Day/Year</td>
</tr>
<tr>
<td>Middle</td>
<td></td>
</tr>
<tr>
<td>Last</td>
<td></td>
</tr>
</tbody>
</table>

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) __________________________

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

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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.

City __________________________ State __________________________ Zip __________________________ E-Mail address __________________________

Area Code __________________________ Your daytime telephone number: __________________________

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Submit form with check or money order to:

Vital Registration
Room 165
350 Capitol Street
Charleston, WV 25301-3701
Telephone: (304) 558-2931

Last Revised 01/06/09
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.

WV Vital Registration
350 Capitol St. Rm. 165, Charleston, West Virginia, 25301-3701
Information Line: (304) 558-2931