

Application for Certified Marriage Certificate

Note: A **\$12.00 nonrefundable search fee must accompany this application.** This fee includes one copy, if found. Each additional copy is \$12 . **Cash is sent at sender's risk.** Make check or money order payable to "VITAL REGISTRATION"

Vital Registration Office
Room 165
350 Capitol Street
Charleston WV, 25301-3701
(304) 558-2931
www.wvdhhr.org

For Office Use Only	
WHEN STAMPED PAID THIS IS YOUR RECEIPT	
CASH	
CHECK	
MONEY ORDER	
NO. COPIES	
AMOUNT	

GROOM'S NAME (FIRST-MIDDLE-LAST)		DATE OF MARRIAGE
BRIDE'S MAIDEN NAME (FIRST-MIDDLE-LAST)		MONTH/DAY/YEAR
PLACE OF APPLICATION		
CITY	COUNTY	STATE
Mail Certificate to	What is Your Relationship to the Bride or the Groom ? _____ I understand that intentionally making a false statement on this application or obtaining, possessing, or using a vital record other than is allowed by law or using the vital record of another with an intent to deceive is a FELONY under the law of the State of West Virginia (WV Code §16-5-38). _____	
Mailing Address		
Suite or Apartment Number		
City, State, Zip		

Signature Required

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.

Marriage 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:

- The parties that are listed on the marriage certificate;
- Adult children that were a product of the marriage; 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.