



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
Bureau for Public Health
Health Statistics Center

Jeffrey H. Coben, MD
Interim Cabinet Secretary

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Commissioner & State Health Officer

MEMORANDUM

DATE: 06/01/2023
TO: Whom it May Concern
FROM: WV Health Statistics Center
RE: Notice of fees for services

Beginning July 1, 2023, the Health Statistics Center will begin charging the attached fees for services. These fees were set in WV State Code of State Rules as early as 1988 but were not fully implemented. Over the last few years, cost of security paper has increased substantially due to the closure of paper mills and secure printers in the United States. The volume of requests for corrections, amendments, and data requests has increased as well, and staffing has been increased to address these requests.

Certified copies of vital records will remain \$12 per copy.

The fees to be implemented that previously were not charged are explained in the attached appendix and are items B, D, F, H, I and K (charges for data and statistics requests). Item E was previously implemented and will continue to be charged.

Replacement of previously issued certified copies of vital events is no longer available beginning July 1, 2023, unless the correction or amendment is due to an error on behalf of the WV Health Statistics Center. Certified copies after amendment or correction will continue to be \$12 each.

For any questions or concerns, please contact 304-356-4175 to discuss.

Appendix D of WV Legislative Rule 64CSR51 attached:

Appendix D. Health Statistics Center Fees.

1. Fees for services:

- A. Preparation of a new certificate of birth due to adoption or legitimation. This does not include one certified copy. No Charge
- B. Amendment of a certificate following a legal name change, by court order. This does not include one certified copy. \$10.00
- C. Amendment of a certificate subsequent to acceptance of a child support enforcement order or a court ordered determination of paternity. This does not include a certified copy. No Charge
- D. Amendment of a birth certificate after acceptance of a paternity acknowledgment. This does not include a certified copy. No charge within 1 year of birth
\$10.00 after the 1st year
- E. Preparing and filing a delayed certificate of birth or death. This does not include one certified copy. \$15.00
- F. Additional handling charge for non-routine, expedited service and all special delivery, priority, or express mail that requires special attention. Express shipping charges extra at cost. \$5.00 for regular mail
\$10.00 for next day service
- G. Preparing and filing a presumptive death certificate. This does not include one certified copy. No Charge
- H. Amending a birth or death certificate. This does not include one certified copy. No charge within one year of event
\$10.00 after the 1st year of event
- I. Manually preparing an abstracted document from the original on file for certification, upon demand by the customer. This does not include a certified copy of the abstracted certificate. \$10.00
- K. A fee may be charged for special services not specified in this Appendix. The fee shall be the actual cost for providing the service as determined by the State Registrar.
- L. The State Registrar may waive a fee for service for good cause, including requests from legitimate charities and those on behalf of indigent persons.