



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

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. Please do not send cash.
Make checks payable to: Vital Registration

Send copies to: Print your address below.

Harrison County Schools
Attn: 3rd Floor Curriculum Department
445 W. Main Street
Clarksburg, WV 26302

Requestor's mailing address:

Name

Address

City State Zip

Phone

Email

Submit form with check or money order to:

Harrison County Schools will order the Birth Certificate when registering students for school. Parents need to bring cash, check or money order in the amount of \$12.00 to registration. Make checks/money order payable to: Vital Registration.

Once Harrison County Schools receives the original state issued birth certificate from the WV Department of Vital Statistics, a copy will be placed in the student's file. The original certificate will then be mailed to the requestor's address.

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

Telephone: (304) 558-2931