



Application for Certification of a Vital Record

Certification of Vital Record Fee: **\$5.00** <> Make check/money order payable to: **Berkeley County Clerk**

Name of Requester: _____

(person requesting certificate)

Phone Number (Daytime): _____

Address: _____ City: _____ State: ____ Zip: _____

What is your relationship to the person named on the Certificate? (Check one)

- ☐ Yourself ☐ Mother ☐ Father ☐ Child ☐ Current Spouse ☐ Sister ☐ Brother
☐ Maternal Grandparent ☐ Paternal Grandparent ☐ Legal Guardian (submit custody order)
☐ Other (Specify) _____

What is your reason for requesting this certificate? _____

I understand that making FALSE statements and MISUSE of vital records will result in criminal and civil penalties pursuant to *West Virginia Code 16-5-38*.

Signature of Requester: _____ Date: _____

BIRTH RECORD ☐ Number of Copies Requested: ____

Name at Birth: _____

NOTE: If name has changed since birth due to adoption, court order or reason other than marriage, please list changed name here: _____

Date of Birth: _____ Sex: _____

Place of Birth: _____ Hospital of Birth: _____
(City/County in West Virginia)

Full Maiden Name of Mother: _____

Full Name of Father: _____

DEATH RECORD ☐ Number of Copies Requested: ____

Name of Deceased: _____

Date of Death: _____ Sex: _____

Place of Death: _____ Hospital Name: _____
(City/County in West Virginia)

Full Maiden Name of Mother: _____

Full Name of Father: _____

MARRIAGE RECORD ☐ Number of Copies Requested: ____

Full Name of Groom: _____

Full Name of Bride: _____

Marriage Date: _____ Place of Marriage: _____

Place where license was issued: _____

Submit Completed Application to:

Berkeley County Clerk
Attn: Vital Statistics
400 West Stephen Street
Suite 103
Martinsburg, WV 25401

Address Where Certificate is to be Mailed

Name: _____
Address: _____
City/State/Zip: _____

Fax: 304-267-1794 <> Email: countyclerk@berkeleywv.org <><><> Questions? Call: **304-264-1927**

Acceptable Identification

SUBMIT ONE (1) DOCUMENT FROM THE BELOW LIST.

Acceptable documents listed below may change without prior notice

- Photo Driver's License issued by a Division of Motor Vehicles (DMV) in the U.S. - unexpired or expired for not more than one year
- Photo Learners/Instruction Permit issue by a DMV in the U.S. - unexpired or expired for not more than one year
- Photo Identification Card issued by a DMV office in the U.S. - unexpired or expired for not more than one year.
- Current Photo Identification Card (employment, school). Check-cashing cards are not acceptable.
- Military Card - unexpired - Active/Guard/Reserve/Retired
- Military Dependent ID Card, with Photo - unexpired
- U.S. Passport - unexpired
- Foreign Passport with Visa, 1-94, or 1-94W - unexpired
- U.S. Certificate of Naturalization - (form N-550, N-570 or N-578)
- U.S. Certificate of Citizenship - (form N-560 or N-561)
- U.S. Citizen Identification Card - (form 1-197)
- Temporary Resident Card - unexpired (form 1-688)
- Employment Authorization Card - unexpired - (form I-688A, I-688B)
- Refugee Travel Document - unexpired - (form I-571)
- Resident Alien Card - unexpired - (form 1-551)
- Permanent Resident Card - unexpired - (form 1-551)
- Asylum - A copy of the first and last page of application for Asylum
- Birth Abroad (Consular Report) of a Citizen of the U.S.A. (form FS - 240)
- Birth Abroad (Certification of Report) of a Citizen of the U.S.A.