

## Getting a copy of your birth certificate

### Who can obtain a WV birth certificate?

- The person on the certificate
- Parents or Grandparents
- Wife or Husband
- Children and Grandchildren
- Brothers and Sisters
- Anyone who has a legal interest in the certificate

### What do you need to obtain a WV birth certificate?

- Proper Identification
- Proper Fee
- Proper Information

### Proper identification consists of:

Any one of the following:

- State driver's license (can be expired)
- U.S. or foreign passport
- Military ID
- Photo ID from government sponsored program

OR

Any two of the following:

- Major credit card
- Motor vehicle registration card
- State social services program card
- A recent utility bill in the name of the person requesting the certificate

### Proper fee:

- \$12 paid in person. Payment must be in the form of cash, check or money order (NO credit or debit card). This is the fastest way.
- \$12 paid by mail. Payment must be in the form of a check or money order. This is the slowest method.

## Proper information:

- Name as it appears on the certificate
- Date of birth
- Mother's full maiden name and the Father's full name
- City and county of birth

## Where do I get a WV birth certificate?

Department of Health and Human Resources, Vital Statistics Office  
350 Capitol Street  
Charleston, WV 25301  
304.558.2931

Enter the lobby and Vital Statistics is on the right

By mail:

Fill out an application and mail it with a check or money order to:

Vital Registration

Room 165

350 Capitol Street

Charleston, WV 25301

<http://www.vitalrecordsus.com/west-virginia-vital-records.html>

## Where do I get an out of state birth certificate?

Follow this link for more information on ordering: <http://www.vitalrecordsus.com>