



# Harrison County

## Application for Certified Copies of Vital Records

**\*\*\*PLEASE ATTACH COPY OF STATE ISSUED IDENTIFICATION\*\*\***

<b>Certificate Requested:</b> (What kind of certificate is being ordered?)(Check ✓ at least one)			
Birth Certificate	Death Certificate	Marriage Certificate	
<b>What is your relationship to the person named on the certificate?</b> (Check ✓ at least one)			
Parent/Grandparent	Child/Grandchild	Brother/Sister	Spouse
Legal Guardian (submit custody order)	Step Parent/Step Child	In-Laws	Attorney
Other(Explain) _____			
<b>Birth: \$5 per copy</b>			
Number of copies _____	Name at Birth: _____		
	Date of Birth: _____		
	Mother's Maiden Name: _____		
	Father's Name: _____		
<b>Marriage: \$5 per copy</b>			
Number of copies _____	Full Name(Groom): _____		
	Full Maiden Name of Bride: _____		
	Date of Marriage: _____		
<b>Death: \$5 per copy</b>			
Number of copies _____	Name of the Deceased: _____		
	Date of Death: _____		
<b>Applicant Information:</b> (Information about the person requesting the certificate)			
Applicant Name: _____		Email: _____	
Mailing Address: _____		Phone: _____	
City, State, Zip: _____			
Signature of Applicant: _____			
<b>False statements and misuse of records will result in criminal and civil penalties – WV Code §16-5-38</b>			
<b>Method of Payment: *Check</b>		<b>Money Order</b>	
(Check ✓ one)		<b>**Credit Card</b>	
		(Check ✓ one)	
*Please make checks payable to: Harrison County Clerk		<b>Cash</b>	
**Notice: Fee will apply to all credit transactions and be added to the total: = \$2.00		Master Card	
		Visa	
		American Express	
		Discover	
<i>fee</i> <b>We accept: MasterCard, Visa, Discover, American Express</b>			
Card Holder's First Name: _____		Card Number: _____	
Card Holder's Last Name: _____		Expiration Date: _____	
Card Holder's Address: _____		CVN: (3 digit code on back) _____	
City, State, & Zip: _____			
Phone #: _____			
<b>Mail payment to: Harrison County Clerk's Office, 229 South 3<sup>rd</sup> Street, Clarksburg, WV 26301</b>			