



**Raleigh County Clerk**  
 215 Main Street | Beckley, WV 25801  
 Phone: (304) 255-9123  
 countyclerk@raleighcounty.com

**Application for Certified Copy of Marriage Certificate**

*Important- you must present your state issued driver's license to obtain certificate; if you are mailing or emailing your request please include a copy of your state issued driver's license.*

**Name of Persons on the Certificate:**

**Groom/Partner A:**

*(First, Middle, Last)*

**Bride/Partner B:**

*(First, Middle, Maiden/Previous Last)*

**Date of Marriage:**  
*(mm/dd/yyyy)*

**Place of Marriage:**  
*(City/Town & State)*

**Requestor's Relationship:**

**Describe Other:**

*I acknowledge and consent that entering my name below is a form of electronic signature certifying that the above marked relationship is true.*

**Signature:**

**Date:**  
*(mm/dd/yyyy)*

**Printed Name:**

**Daytime Telephone:**

**Reason for Request:**

*There is a \$5.00 charge for each certified copy + a \$1.00 fee for shipping and handling to mail up to 5 copies. Please send check or money order ONLY (no cash).*

**Enclosed** \_\_\_\_\_ **for** \_\_\_\_\_ **copies at \$5.00 each + \$1.00 mailing fee = \$** \_\_\_\_\_  
*(check or money order) (number of copies) (amount of payment due)*

**Mail Requested Copies to:**  
*(requestor's address)*

Completed request form may be emailed to [countyclerk@raleighcounty.com](mailto:countyclerk@raleighcounty.com) or printed and mailed to:  
**Raleigh County Clerk | Attn: Vital Registration | 215 Main Street | Beckley, WV 25801**  
 Please allow 2-3 business days for processing. If you are emailing your request please note, payment must be made prior to receipt of the requested certified copies. You will be contacted to make phone payment with a debit/credit card before copies are mailed (a \$1.50 per credit/debit card transaction fee applies). *Remember to include a copy of your driver's license.*