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

## Application for Certified Copy of Birth 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 Person on the Certificate:** _____
*(First, Middle, Last)*

**Sex:** _____ **Place of Birth:** *City/Town* _____
*State*

**Date of Birth:** *(mm/dd/yyyy)* _____ *Hospital (if applicable)*

**Parents Names:** *Mother (maiden)* _____

*Father* _____

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

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

*Completed request form may be emailed to countyclerk@raleighcounty.gov 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 minimum $2.00 per credit/debit card transaction fee applies). Remember to include a copy of your driver's license.*

*Revised: 03/2025*