

POCAHONTAS COUNTY, WEST VIRGINIA

Application for Certification of a Vital Record

The fee for each certification of a vital record is \$5.00. Please make check or money order payable to **Pocahontas County Clerk**.

Name of Requester: _____ Daytime Phone Number (_____) _____
(person requesting the certificate)

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

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

Self 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 a **FALSE** application for a vital record is a **FELONY** under state and federal law.

Signature of Requester: _____ Date: _____

IMPORTANT: The person requesting the vital record must submit a copy of their identification. See list on reverse side.

BIRTH CARDS ARE NO LONGER AVAILABLE.	
BIRTH	Name at Birth: _____
Number of Copies: _____	If name has changed since birth due to adoption, court order, or any reason other than marriage, please list changed name here: _____
	Date of Birth: _____ Sex: _____
	Place of Birth: _____ Hospital of Birth: _____ <small>(City/County in West Virginia)</small>
	Full Maiden Name of Mother: _____
	Full Name of Father: _____
DEATH	Name of Deceased: _____
Number of Copies: _____	Date of Death: _____ Age at Death: _____ Sex: _____
	Place of Death: _____ Hospital Name: _____ <small>(City/County in West Virginia)</small>
	Full Maiden name of Mother: _____
	Full Name of Father: _____
MARRIAGE	Full Name of Husband: _____
Number of Copies: _____	Full Name of Wife: _____
	Marriage Date: _____ Place: _____
	Place where license was issued: _____

Please indicate the address you wish the certificate(s) mailed to in the box below. -- Please type or print clearly.

Name
Address
City/State/Zip

Send Completed Application To:

Pocahontas County Clerk
900C Tenth Avenue
Marlinton, WV 24954
(304) 799-4549
(304) 799-6947 (Fax)
pocahontascoclrk@aol.com

ACCEPTABLE IDENTIFICATION

SUBMIT ONE (1) DOCUMENT FROM THE PRIMARY LIST.

The acceptable documents listed may change without prior notice.

PRIMARY LIST	
1.	Photo Drivers License issued by US DMV office - unexpired or expired for not more than one year
2.	Photo Learners/Instruction Permit issue by US DMV office -unexpired or expired for not more than one year
3.	Photo Identification Card issued by US DMV Office - <i>unexpired or expired for not more than one year</i>
4.	Current Photo Identification Card - (school, employment). <i>Check Cashing Cards are not acceptable</i>
5.	Military Card - unexpired - active duty or retired member
6.	U.S. Passport – unexpired
7.	Foreign Passport with Visa, I-94 or I-94W - unexpired
8.	U.S. Certificate of Naturalization - (form N-550, N-570 or N-578)
9.	U.S. Certificate of Citizenship - (form N-560 or N-561)
10.	U.S. Citizen Identification Card - (form I-197)
11.	Temporary Resident Card - unexpired - (form I-688)
12.	Employment Authorization Card - unexpired - (form I-688A, I-688B)
13.	Refugee Travel Document - unexpired- (form I-571)
14.	Resident Alien Card – unexpired - (form I-551)
15.	Permanent Resident Card - unexpired - (form I-551)
16.	Northern Marianas Card - unexpired - (form I-551)
17.	Asylum - A copy of the first and last page of application for Asylum
18.	Birth Abroad (Consular Report) of a Citizen of the U.S.A. (form FS-240)
19.	Birth Abroad (Certification of Report) of a Citizen of the U.S.A.
20.	Virginia Criminal Justice Agency Offender Information Form
21.	United States Probation Offender Information Form