



Office of the Monongalia County Clerk

Carye L. Blaney, County Clerk

243 High St., Courthouse Room 123
Morgantown, WV 26505-5491
(304) 291-7230 fax: (304) 291-7233



APPLICATION FOR BIRTH CERTIFICATE

RECORDS AVAILABLE FROM 1853 TO THE PRESENT

\$5.00 PER CERTIFICATE, COPY OF ID **REQUIRED**. CASH, CREDIT/DEBIT CARD, OR MONEY ORDER ACCEPTED – **NO CHECKS**

NAME AT BIRTH:

First

Middle

Last

DATE OF BIRTH:

NUMBER OF COPIES REQUESTED:

FATHER'S FULL NAME:

First

Middle

Last

MOTHER'S FULL MAIDEN/BIRTH NAME:

First

Middle

Maiden/Birth Last

REASON FOR REQUEST:

(ITEM MUST BE COMPLETED FOR CERTIFICATE TO BE ISSUED)

IF YOU ARE NOT THE INDIVIDUAL NAMED ABOVE, HOW ARE YOU RELATED?

(YOU MUST BE AN IMMEDIATE MEMBER OF THE FAMILY OR LEGAL REPRESENTATIVE)

PRINTED NAME OF APPLICANT:

First

Middle

Last

SIGNATURE OF APPLICANT (electronic not accepted):

DATE:

PHONE NUMBER:

EMAIL:

CURRENT ADDRESS TO MAIL CERTIFICATE:

If you would like to pay by credit/debit card, please indicate here _____ and include a phone number at which you can be reached Monday through Friday 9am to 5pm and a member of our staff will contact you for payment over the phone. There is an additional credit/debit card convenience fee of 2.4% or a minimum of \$1.00.

Phone number for payment over the phone: _____