

HARRISON COUNTY APPLICATION FOR CERTIFIED COPIES OF VITAL RECORDS

Susan J. Thomas, Clerk



Certificate Requested: (What type of Certificate is being ordered)

Birth Certificate Marriage Certificate Death Certificate

What is your Relationship to the person named on the certificate? (check one)
Self Mother Father Child Current Spouse Sibling Grandparent
Grandchild Step Parent Step Children In Laws Legal Guardian (submit custody order)
Attorney Other (Explain) _____

Birth: \$5.00 per copy Name at Birth: _____
Number of copies: _____ Date of Birth: _____
Mother's Maiden Name: _____
Father's Name: _____
Laminated Birth: \$7.00 per copy ***The Laminated Certificates may not be an acceptable form of ID to obtain
(wallet size) a passport and possibly other Documents.
Number of copies: _____

Marriage: \$5.00 per copy Full Name of Groom: _____
Number of copies: _____ Full Maiden Name of Bride: _____
Date of Marriage: _____

Death: \$5.00 per copy Name of the Deceased: _____
Number of copies: _____ Date of Death: _____

Applicant Information: (information about the person requesting the record)
Applicant Name: _____ Email: _____
Mailing Address: _____ Phone #: _____
City, State, & Zip: _____
Signature of Applicant: _____
PLEASE ATTACH A COPY OF YOUR STATE ISSUED DRIVERS LICENSE

Method of Payment: Check Money Order Credit Card
(please check one)
Please make checks payable to: Harrison County Clerk
* Notice: The following fees will apply to all credit card transactions & will be added to the total amount due:
0-\$50 = \$2.00 fee
\$50.01 - \$100.00 = \$3.00 fee
Each additional \$100 = \$3.00

We accept: MasterCard, Visa, Discover, American Express
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 #: _____

Please mail payment to: Harrison County Clerk's Office, 301 W Main St, Clarksburg, WV 26301