

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

Number of copies: _____

Name at Birth: _____

Date of Birth: _____

Mother's Maiden Name: _____

Father's Name: _____

Laminated Birth: \$7.00 per copy

(wallet size)

Number of copies: _____

***The Laminated Certificates **may not** be an acceptable form of ID to obtain a passport and possibly other Documents.

Marriage: \$5.00 per copy

Number of copies: _____

Full Name of Groom: _____

Full Maiden Name of Bride: _____

Date of Marriage: _____

Death: \$5.00 per copy

Number of copies: _____

Name of the Deceased: _____

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