Birth Certificates

The Ritchie County Clerk's Office keeps official records of recorded births in Ritchie County; our records date from 1843 to the present.

PLEASE NOTE: West Virginia is not an "open record" state. Therefore, restrictions apply to those who may obtain a birth certificate. However, if you are trying to obtain a Birth Certificate for an individual (not related to yourself) but the individual was born 100 years ago or longer, you can have a copy of their Birth Certificate. You might want to try the **West Virginia Division of History and Archives website** to see if the individual was born outside Ritchie County, in another West Virginia county; this website will have more specific information than our Birth Certificate.

Also, please note that if you need a birth certificate for your child to be enrolled in a school in West Virginia, you must call "Vital Statistics" in Charleston, West Virginia (304–558–2931). This is pursuant to **WV Code §18-2-5c**.

Requirements for Obtaining a Birth Certificate

If making a request in person, you must have:

- A valid identification (Driver's License, State ID or Passport)
- Payment of $5.00 in cash, check or credit card per requested copy

Office hours are from Monday through Friday, 8:00 am to 4:00 pm (we do not close for lunch).

OR

If requesting by mail, you must:

- Provide a written request (including the name, date of birth, parents' names, including mother's maiden name) or complete the request form available on this website
- Enclose a photocopy of your Driver's License or State-Issued ID
- Enclose $5.00 (cash, check, money order) per requested copy
- Provide a telephone number where you can be contacted if questions arise

The address for requesting copies is:

RITCHIE COUNTY CLERK'S OFFICE
ROOM 201
115 E MAIN STREET
HARRISVILLE WV 26362

Requests are generally processed/mailed the same day they are received.

Forms of Valid Identification

- Driver's License or State ID
- Passport

In the event that you do not have any of the above forms of identification but do have:

- A Vehicle Insurance Card
- A Vehicle Registration Card
- A current utility bill or pay stub with name and address

Then we will mail the requested document to you, at the address listed on the document that you provided to us; please note:

Forms of Documentation to Establish Relationship

Birth certificates are generally issued to family members such as parents, spouses, adult children, grandchildren, brothers, sisters, grandparents, and additional generations of the same, provided that they have identification linking them to the individual named on the Birth Certificate; UNLESS the date of birth is over 100 years ago or older.

Remember, it is necessary to have identification that links you to the individual named on the Birth Certificate. A Driver's License or State Issued ID can be used along with Birth Certificates, other Death Certificates, and Marriage Certificates. **IF SUCH DOCUMENTS ARE NOT ON RECORD IN THE RITCHIE COUNTY CLERK'S OFFICE, IT IS THE REQUESTOR'S RESPONSIBILITY TO BRING CERTIFIED COPIES WITH THEM WHEN MAKING THE REQUEST.**

Please get in touch with our Office with any questions regarding how to obtain a Birth Certificate at (304) 643-2164 EXT 100

APPLICATION FOR CERTIFIED COPY OF RITCHIE COUNTY, WV BIRTH CERTIFICATE

Full access to this record by the general public is allowed only <u>after 100 years</u> have elapsed after the date of birth

Please complete, sign and mail as instructed below.

The following pertains to information that would be found on the certificate being requested.

Name of the Birth **Sex:** **Date of Birth**

_____ _____ _____

Father's name **Mother's Name**

_____ _____

Last First Middle Last First Middle

Place of Birth: _____

City / Town Hospital

Requestor's Relationship:

___ Parent ___ Guardian/Agent ___ Grandparent ___ Child of Individual

___ Spouse ___ Other (Describe) _____

Making false statement s and misuse of vital records will result in criminal and civil penalties pursuant to WV Code 16-5-28(a)

_____ _____

Signature (Required) Printed Name (Required)

Reason for request: _____

_____

Requesting _____ certificates at $5.00 per certificate and enclosing $_____.

Please send check or money order payable to Tracie D. McDonald, County Clerk.
Please do not send cash. We do not accept out-of-state personal checks.

Send certificates to:

_____
_____
_____

Send payment to:

Ritchie County Clerk's Office
115 East Main Street, Room 201
Harrisville, WV 26362