Death Certificates

The Ritchie County Clerk's Office keeps official records of recorded deaths that occur in Ritchie County; these records date from 1843 to the present. PLEASE NOTE, West Virginia is not an "open record" state. Therefore, restrictions apply as to who may obtain a Death Certificate. HOWEVER, if the decedent died 50 years ago or more, you do not have to prove identification. **The West Virginia Division of History and Archives also has a website** that contains information regarding deaths for individuals who died within the State of West Virginia. , Death Certificates are issued only from the county wherein the individual died (which may not be where they resided).

Requirements for Obtaining a Death Certificate

If making a request in person, you must have:

- Valid identification, from the list provided below.
- Payment of $5.00 in cash, check or money order 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 death, parents' names including the mother's maiden name)
- Enclose a photocopy of your Driver's License or State-Issued ID
- Payment of $5.00 in cash, check (instate) or credit card per requested copy
- Provide a telephone number where you can be contacted if questions arise

Requests are generally processed/mailed the same day received.

Forms of Valid Identification

- Driver's License or State-issued ID
- Passport
- Major credit card with a photo of the cardholder

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

- Vehicle Insurance card
- Vehicle Registration card
- Your current utility bill or pay stub with your name and address

then we will mail the requested document to you, at the address listed on the document you provided.

Forms of Documentation to Establish Relationship

Death Certificates are issued to family members such as parents, spouses, adult children, grandchildren, brothers, sisters, grandparents, and additional generations of the same, provided they have identification that links them to the name on the Death Certificate. HOWEVER, if the decedent died 50 years ago or more, you do not have to prove identification. **The West Virginia Division of History and Archives also has a website** that contains information regarding deaths of individuals who died within the State of West Virginia. Remember, it is necessary to have identification that links you to the individual named on the Death Certificate, if the decedent died within the past 50 years. A Driver's License or State-Issued ID can be used along with Birth Certificates, other Death Certificates, and Marriage Certificates. In the case of the requestor being the personal representative of the decedent's estate, a Certificate of Appointment is an acceptable form of identification. IF SUCH DOCUMENTS ARE NOT ON RECORD IN THE RITCHIE COUNTY CLERK'S OFFICE, IT IS THE REQUESTOR'S

RESPONSIBILITY TO BRING CERTIFIED COPIES OF THOSE OTHER DOCUMENTS WITH THEM WHEN MAKING THE REQUEST.

If you wish to make a request by mail, you can use the "**Mail in Application**" form or send a letter with the pertinent information that can be viewed on the "Mail in Application" form. Either method requires (1) a photocopy of your Driver's License or State-Issued ID, document(s) to establish your connection to the individual listed on the Death Certificate, (2) your telephone number (if we need to contact you), and (3) the fee of $5.00 per copy,

The address for requesting copies is:

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

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

APPLICATION FOR CERTIFIED COPY OF RITCHIE COUNTY, WV DEATH CERTIFICATE

Full access to this record by the general public is allowed only after 50 years have elapsed after the date of death

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 Deceased **Sex:** **Date of Death**

_____ _____ _____

Requestor's Relationship:

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

___ 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