Marriage Certificates

The Ritchie County Clerk's Office keeps official records of recorded marriages that occur in Ritchie County; our 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 Marriage Certificate. However, if you are trying to obtain a Marriage Certificate of individuals (not related to yourself) but the marriage ceremony took place 50 years ago or longer, you can have a copy of the Marriage Certificate. You might want to try the **West Virginia Division of History and Archives website** for the possibility that the couple was married in another part of West Virginia; this website will have more specific information than our Marriage Certificate.

Requirements for Obtaining a Marriage Certificate

If making a request in person, you must have:

- A valid identification, from the list provided below
- Payment of $5.00 in cash, check or by 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 (include both names of the couple PRIOR to the marriage, and the date of marriage.
- Enclose a photocopy of your Driver's License or State-Issued ID
- Enclose $5.00 cash, check or money order 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 ID
- Passport
- Major Credit Card with a picture of the cardholder

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

Marriage Certificates are 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 that links them to the name of the individual named on the Marriage Certificate; UNLESS, the date of the marriage is 50 years or older.

Remember, it is necessary to have identification that links you to the individual named on the Marriage 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.

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 Marriage Certificate, (2) your telephone number (if we need to contact you), and

(3) the fee of $5.00 per copy (cash or money order ONLY). 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 Marriage Certificate at (304) 643-2164 EXT 100

Marriage License Requirements

Information Need

- Applicants **must** present Photo Identification (acceptable forms of ID: State-Issued Driver's License, State-Issues ID Card, Valid/Current Passport) **Note:** Photo Identification must list FULL NAME. If not, must provide documentation (birth Certificate or SS Card) listing FULL NAME.
- Applicants must be able to provide Social Security numbers, or present Valid/Current passports at the time of completing marriage application. Note: A scan, or copy of a passport is **not** sufficient.
- Birth Certificates are acceptable documentation for FULL NAME or for underage marriage, but are not required.
- Full name and current physical address (no PO boxes accepted) of applicants.
- Current and any former name, such as maiden name.
- Date and place of birth (town/city, state and country if outside of USA)
- Parents' full name (First, Middle, Last and Mother's Maiden Name), city and state, and country where born.
- Number of Marriages:
    - **Divorced Applicants**: Must have **actual date** the last divorce became final – upon the signature of the divorce decree by the judge – **NOT** the date that applicants appeared before the Judge. **NOTE:** If applicant's marriage ended as a result of a divorce in the past thirty (30) days, the **divorce** decree signed by the judge must be presented/provided at the time the applicants are applying for a marriage license.
    - **Widow/Widower Applicants**: If applicant's marriage ended in the past thirty (30) days as a result of death, a death certificate must be presented/provided at the time applicants are applying for a marriage license.
- **Education**: Highest educational grade level obtained, to include college or technical training.

APPLICATION FOR CERTIFIED COPY OF
RITCHIE COUNTY, WV MARRIAGE CERTIFICATE

Full access to this record by the general public is allowed only <u>after 50 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 Groom: **Date of Marriage** **Name of Bride:**

_____ _____ _____

Requestor's Relationship:

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

___ 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