

MAIL-IN APPLICATION FOR BIRTH, DEATH, MARRIAGE CERTIFICATES

Please follow the following three steps:

- 1) Complete and enclose THE BELOW FORM with the following information with a photocopy of your Driver's License or State ID card.
- 2) Enclose a self-addressed stamped envelope. Your request will only be accepted if we are in receipt of the self-addressed stamped envelope.
- 3) Send the exact cash amount or money order.

Fill out the form that appears on the next page



MAIL-IN APPLICATION FORM for BIRTH, DEATH, MARRIAGE CERTIFICATES

Today's Date: _____

Name on Certificate: _____

Date of Birth: _____ Death: _____ or Marriage: _____

Number of Copies: _____ (\$5.00 per certificate) Amount Owed: \$_____ **[No Checks!]**

Name of Person making the request: _____

Telephone Number for a call back: _____

Relationship to the Person on the Certificate: _____

The above relationship must be verified through birth, death, marriage certificates, etc. If those records are not located in Ohio County, you must provide certified copies of the documents to us, before receiving your requested documents.

Remember to enclose **cash or money order only**, a copy of your Driver's License, and a self-addressed stamped envelope to:

OHIO COUNTY CLERK'S OFFICE
ROOM 205
1500 CHAPLINE STREET
WHEELING, WV 26003