

# PERMISSION SLIPS

You are attempting to pick up a copy of someone's birth certificate who is not you, your brother, your sister, parent, grandparent, grandchild, spouse, or child. In order for us to release the certificate to you, we require the person on the certificate or his/her mother or father fax to us a permission slip allowing you to pick it up for them.

Once we receive the permission slip, you will have to present your photo-ID to pick the certificate up.

## The permission slip must have

- The first and last name of the person receiving permission
- The certificate holder's mother's and father's names, date of birth, city and county of birth
- The signature of the person granting permission and the date
- A copy of the **PHOTO-ID** of the person granting permission

You may use the permission slip form provided on the back of this sheet to submit the required information to our office.

Please use the following contact information below.

**Our Fax Number: (304) 558-8001**

**Our Voice Number: (304) 558-2931**

**Thank You for Your Cooperation**

# Authorization To Obtain Certificate

I, \_\_\_\_\_ give my permission for  
Person Granting Permission

to

\_\_\_\_\_ to  
First and last names of the person receiving permission to obtain the certificate from Vital

**Obtain (my / my Child's) Birth certificate.**  
Circle one

\_\_\_\_\_  
Signature of Permission Grantor

\_\_\_\_\_  
Date Signed

## Birth Information

Name on the certificate		
Date of birth (Month)	(Day)	(Year)
City of birth	County of Birth	
Mother's First Name	Mother's Maiden Name	
Father's First Name	Father's Last Name	

**This form must include a copy of the permission grantor's Photo ID for Vital Registration to release the record.**