Certificate Requests

The Vital Registration Department for the Wayne County Clerk provides certified copies of births, deaths, and marriages. There are several ways to obtain a certified copy including in person, by mail, or by phone/internet/fax (credit/debit cards only).

In Person

Ordering in person is the fastest way to obtain a certificate. Same-day walk in service is available at the Wayne County Clerks Office, Room 108 at 700 Hendricks Street in Wayne. Please allow at least a 15-minute wait time, even though most requests are completed much quicker. The cost of a certificate is $5 per copy. Accepted forms of payment are cash, check, money order and debit/credit. To shorten your wait time, you can fill out the application form in advance and bring it with you to the office.

To obtain a certified copy of a birth or death certificate, you must present one of the following forms of identification:

- State issued driver's license (can be expired)
- United States, or Foreign passports
- Military ID
- Photo ID cards from a government sponsored program

Any two of the following forms of identification are accepted:

- Major credit card
- Motor vehicle registration card
- State social services program card
- A recent utility bill in the name of the person who is requesting the certificate

By Mail

Ordering by mail is the slowest way to obtain a certificate due to processing and transit time which can take five to fifteen business days or one to three weeks. The cost of a certificate is $5 per copy. Accepted forms of payment are check and money order only. Debit/credit cards by mail are not accepted. To order a certified copy of a marriage, birth or death certificate, fill out the application form and mail to the Vital Registration Office with a color copy of your identification (see above) and a check or money order payable to: The Wayne County Clerk for the correct fee at the address below. The application form, a copy of identification as listed above, and proper payment is required for all mail requests.

Wayne County Clerk
Vital Registration Office, Room 108
PO BOX 248
Wayne, WV 25570

By Phone, Internet or Fax (Credit Card/Debit Card Only)

An expedited service is available through the Wayne County Clerk at an additional charge (processing fee). You must pay with a credit or debit card (acceptable Visa, MasterCard, American Express, or Discover cards). You can contact the Wayne County Clerk via phone, fax, or internet as described below.
Phone: (304)-272-6371
Fax: (304) 272-5318
Email: andrea.ellis@waynecountywv.org
hchristian@waynecountywv.org
jessicachaney@waynecountywv.org
fcassady@waynecountywv.org