



BIRTH CERTIFICATE REQUIREMENT

The purpose of this informational item is to clarify several issues regarding the requirement of a birth certificate upon admission into public schools.

The legislation was passed to help eliminate the problem of missing and abducted children which is a national concern. The legislation states that a principal or designee it to require any person enrolling a pupil for the first time in any public school in this state, furnish a certified copy of the pupil's birth record confirming the pupil's identity and age, A certified copy of a child's birth certificate is one that is obtained from the State Registrar, Vital Registration Office in Charleston, West Virginia. **NO OTHER FORM OF BIRTH CERTIFICATE IS ACCEPTABLE.**

If a person enrolling the student is unable to furnish a certified copy of the student's birth record, he or she must submit to the school, a notarized affidavit that explains the reasons for being unable to furnish a certified birth certificate. Failure to furnish a certified copy requires the principal or designee to immediately notify the local law enforcement agency.

A certified copy of your child's birth certificate may be obtained by sending **\$12.00** along with an Application for Certified Copy of Certificate of Birth or Death to the following address:

**Bureau for Public Health
Vital Registration Office
350 Capitol Street, Room 165
Charleston, WV 25301-3701**

Make check or money order payable to Vital Registration.

Parents with children born in another state must contact the State Vital Statistics Office in the capital city of that state and request a copy of the child's birth certificate. If parents are unsure who to contact, they may call the West Virginia Vital Statistics Office at (304) 558-2931 for the address and telephone number for the state office where their child was born.

**THE BIRTH CERTIFICATE MUST BE FURNISHED TO THE
SCHOOL PRIOR TO THE FIRST DAY OF SCHOOL**