



Examples of Authentication Documents That May Be Certified

Official Personal Records	<p>West Virginia birth or death certificates--certified copies signed by the State Registrar or Clerk of the County Commission where these records are on file and bearing the stamp of the office. Forms for requesting birth and death certificates can be accessed on-line through the State Registrar.</p> <p>West Virginia marriage certificates-- certified copies signed by the Clerk of the County Commission of the county where the marriage was performed and bearing the stamp of the office.</p> <p>Divorce decrees--certified copies signed by the Clerk of the Circuit Court which issued the decree and bearing the stamp of the office.</p>
School Records	<p>Original transcripts, attendance records and other school records signed by the appropriate school official and properly notarized in West Virginia.</p> <p>Certified diplomas with an original signature by the appropriate school official and properly notarized in West Virginia.</p>
Legal Documents	<p>Power of attorney signed by the person giving the power of attorney to another, and properly notarized in West Virginia.</p> <p>Recorded deeds, wills and other estate documents--certified copies signed by the Clerk of the County Commission where these records are on file.</p> <p>Court orders --certified copies signed by the Clerk of Court which issued the order.</p>
Adoption Documents	<p>Home studies, references, doctor's statements, financial statements -- original documents signed by the person making the document and properly notarized in West Virginia.</p>
Export Documents	<p>Certification of Agricultural Products -- original documents signed by the proper official and properly notarized in West Virginia.</p>
Miscellaneous Original Documents	<p>Any written document -- original documents containing an original signature and a proper notary public acknowledgment.</p>
Certified Copies of Miscellaneous Documents	<p>If a certified copy of a document can be obtained from the office where it is filed in West Virginia, that certified copy must be used.</p> <p>If a document cannot be certified by another office, a notary public can certify a true copy, providing they compare the original to the copy and keep a copy of the document they certify. The notary must use special language in preparing the acknowledgment.</p>