

WV ARCHIVES & HISTORY

RESEARCH REQUESTS & FEES

Start Here: Types of Requests



Copy Requests

Uncertified county record, land grant, obituary, uncertified state birth and death certificate, newspaper article, & vertical files



Research Requests

Research conducted by staff, including naturalization and state hospital familial requests. Limited to two (2) **SPECIFIC** inquiries.

For Photo requests, please contact matthew.d.miller@wv.gov. For AVV requests, please contact richard.e.fauss@wv.gov

Next: How to submit a request



INFORMATION REQUIRED:

Full name, county of residence, approximate dates, and documents requested.

For example, "Send me anything on the Smith Family" is not a serviceable request.

DO NOT send a copy of your ID with your request.



SUBMIT REQUEST BY MAIL:

Archives & History
1900 Kanawha Blvd East
Building 9
Charleston, WV 25305-0300



ADDITIONAL INFORMATION

Checks payable to WV DACH.

All fees are non-refundable

Archives & History cannot accept requests by phone or email. Exceptions may be made for emergency or rush requests. Please see bottom of page for further information.

Fees:

Request Type	WV Resident	Out-of-State
Copy Request	\$5	\$8
Research Request	\$10; this fee covers 30 minutes of staff time, 10 copies, and postage	\$20; this fee covers 30 minutes of staff time, 10 copies, and postage

ADDITIONAL FEES & Disclaimers:

Emergency request; \$10 in addition to minimum research fee. One (1) specific request.

Rush request; \$25 in addition to minimum research fee. One (1) specific request.

An additional fee of \$20/hour may be charged for every hour of staff time after the initial 30 minutes allocated.

All requests may be subject to review and restrictions.

All fees are non-refundable and to be paid in advance.

If additional charges apply, you will be contacted and billed.

Current fees are subject to change. For further information please follow [this link](#) or use the QR code.

