



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
Bureau for Public Health  
Commissioner's Office

Bill J. Crouch  
Cabinet Secretary

Ayne Amjad, MD, MPH  
Commissioner & State Health Officer

**MEMORANDUM**

**TO:** All West Virginia Medical Certifiers, Medical Examiners and Funeral Directors

**FROM:** Ayne Amjad, MD, MPH  
Commissioner and State Health Officer

**DATE:** March 2, 2022

**RE:** Full Transition to Use of Electronic Death Certificates

The purpose of this memorandum is to inform medical certifiers, medical facilities, and funeral homes that the mandatory use of the new electronic death registration system, known as WV DAVE (Database Application for Vital Events), became effective March 1, 2022.

On January 1, 2022, the West Virginia Department of Health and Human Resources, Bureau for Public Health, Health Statistics Center (HSC) launched WV DAVE to replace the paper-based process to meet national reporting standards and streamline registration and issuance of vital records. HSC provided a two-month period to allow facilities and providers time to enroll and train for the full transition to electronically registering death certificates.

**Use of WV DAVE must be utilized for all death certificates reported March 1, 2022, forward, regardless of the date of death.** This includes deaths that occurred prior to March 1, 2022. Paper death certificates received at HSC will be returned to the sender with instructions for electronic entry into WV DAVE for filing and registration. Users who have not yet enrolled in WV DAVE may do so at <https://davewv.vitalchek.com>.

HSC has the following training and live technical assistance to help users in adoption of the new system:

**Training**

Self-paced training is available for all users at <https://sites.google.com/wv.gov/davetraining/home>.

**Technical Assistance**

- Video Conference Office Hours: Virtual office hours are Monday through Friday, 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m. (EST) at [meet.google.com/wrs-ubte-uyd](https://meet.google.com/wrs-ubte-uyd).
- Telephone Help Desk: The WV DAVE Help Desk at 1-866-225-2085 is open from 8:00 a.m. to 5:00 p.m. (EST) Monday through Friday, excluding state holidays.

For additional information, contact HSC at (304) 558-2931 or [wvdave@wv.gov](mailto:wvdave@wv.gov).

cc: WV DAVE Stakeholders