



Well and Septic Information Request Form

1948 Wiltshire Road, Kearneysville, WV 25430

Email: JeffersonENV@wv.gov Fax: 304-728-3314

This form must be filled out completely – Incomplete forms will be returned.

There is a \$25.00 file search fee – per file.

Payment Options:

Check Payments – mail or drop in the black box outside our back door marked Environmental.

Credit Card Payments – email, fax, mail, or drop in the black box outside our back door marked Environmental.

Our office cannot accept Credit Card payments over the phone. Notify us if you would like to use the online payment portal.

Please allow up to 10 business days for your request to be processed.

Date: _____

Requester's Name: _____

Requester's Phone and Email: _____

Current Owner: _____

Previous Owner: _____

Physical Address: _____

Subdivision, Lot, and Section: _____

Most Current Deed Book Number: _____ **Deed Page Number:** _____

Parcel Number _____

Number of Acreage: _____ Number of Bedrooms _____

Are You Requesting Perc Results? _____

Has there been a Dwelling on This Lot? _____ If Yes, Year Built? _____

Credit Card Payment:

Please note: 3.99% Service Fee will be applied.

Establishment/Card Holder Name: _____

Account # _____

Expiration Date: _____ Security Code: _____ Amount: \$25.00 each

Signature: _____