



# Well and Septic Information Request Form

1948 Wiltshire Road, Kearneysville, WV 25430

Email: [JeffersonENV@wv.gov](mailto:JeffersonENV@wv.gov) Fax: 304-728-3314

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

**There is a \$30.00 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: \$30.00 each

Signature: \_\_\_\_\_