



*State of West Virginia*  
**Joe Manchin III, Governor**

**WV Office of Miners' Health, Safety & Training**  
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**TO:** KRISTIE SHELLEY, ADMIN. SPEC. II  
DIVISION OF SAFETY ANALYSIS, TRAINING & EDUCATION  
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**FROM:** [YOUR NAME]  
WV OFFICE OF MINERS' HEALTH SAFETY & TRAINING

**DATE:** [DATE]

**SUBJECT:** RECIPROCITY – LETTER IN GOOD STANDING  
[NAME of INDIVIDUAL] – UNDERGROUND MINE FOREMAN  
West Virginia Certification # \_\_\_\_\_

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For the purpose of application for underground mine foreman from West Virginia to Kentucky as in the Memorandum of Understanding (MOU) between the two states, this document is to verify that:

**[Name of Individual], SS #xxx-xx-#### has completed all necessary requirements on [Cert. Date] to obtain his West Virginia Underground Mine Foreman certification [Certification#] and is in good standing for the above.**

If you have any questions or need further information, you can contact me at 304-957-2303 or via e-mail at [youremail@mines.state.wv.us](mailto:youremail@mines.state.wv.us)].

TLF:ks