

## Alaska Birth Certificate Request Form Instructions

### Who may obtain a birth certificate?

- Parent(s) listed on the certificate.
- Child listed on the certificate (if 14 years old or older) along with a school ID.
- Legal Guardian with certified guardianship papers.
- Third-Party requests must have a notarized letter stating who you represent and your relationship to the person on the record.
- Attorneys must have a letter on their letterhead stating who you represent and why the record is needed.

### Accepted forms of ID (must be unexpired):

- Driver's license
- State-issued ID card
- Passport
- Military ID
- Tribal/BIA card
- If you have none of the above forms of ID, please contact (907) 465-3391 for assistance.

### How to submit a request:

- Complete this form with payment and a copy of your ID. Non-expedited requests may be mailed or faxed it to the Juneau Vital Records Office. Please call 10 minutes after sending your fax to confirm receipt. Expedited requests must be faxed.
  - Fax: (907) 465-3618
  - Mailing address:  
Alaska Vital Records Office  
P.O. Box 110675  
Juneau, AK 99811-0675
- Walk-in to the Juneau or Anchorage Vital Records Office between 8:00 AM and 5:00 PM:
  - Juneau: 5441 Commercial Blvd
  - Anchorage: 3601 C Street, Suite 128

### Fees:

Services	Cost	Add'l Copies*
Certified Copy (Birth, marriage, divorce, death) <sup>†</sup>	\$30	\$25
Marriage License	\$60	N/A
Marriage License Re-Issue Fee	\$15	N/A
Adoptions, Paternity, or Amendment/Correction (includes new certificate)	\$60	N/A
Medical Marijuana Card	\$25	\$20 (renewal)
Heirloom Birth Certificate	\$55	\$50
Heirloom Marriage Certificate	\$65	\$60
Apostille (in addition to Certified Copy Fee)	\$12	\$2
Expedite Fee (process request within 48 business hours)	\$11	N/A

\*Additional copies are defined as the same record ordered at the same time. Fees are set in accordance with AS 18.50.330. The fees and postage rates reflected on this form are accurate as of September 2016. Please refer to [www.vitalrecords.alaska.gov](http://www.vitalrecords.alaska.gov) for the most current fees and postage rates.

<sup>†</sup>NOTE: If the requested record cannot be found, you will be issued a "Record not Found" on certified paper for the same price as the certificate itself.

### Processing times from receipt of request:

Please visit our website and select "Frequently Asked Questions": [www.vitalrecords.alaska.gov](http://www.vitalrecords.alaska.gov)

**STATE OF ALASKA  
BIRTH CERTIFICATE REQUEST FORM**

- Please read the instructions on the first page. **Incomplete or inaccurate requests or requests that do not include a copy of a government-issued ID with a signature below the ID will be returned unprocessed.**

**FULL** First, Middle, and Last Name on the Birth Certificate:

Date of Birth:  City or Village of Birth:

Mother's **FULL** name before she was first married:

Father's **FULL** name:

Purpose of the request:   
(Personal Records, Legal Purposes, Inheritance/Estate Settlement, Govt. Assistance/Benefits, Insurance/Pension, Retirement, etc. )

Your Relationship to the Child Named on the Record:   
(Self, mother, father, legal representative, etc. )

Signature of the Person Requesting the Record: \_\_\_\_\_ Contact Phone Number:

E-mail Address:   
(Optional, in case of questions)

**The fees and postage rates reflected on this form are accurate as of September 2016. Please refer to [www.vitalrecords.alaska.gov](http://www.vitalrecords.alaska.gov) for the most current fees and postage rates.**

Submit this form with the following payment types:	# Copies	Amount
<p><b>Checks or Money Orders:</b> Make checks/money orders payable to:  <b>Alaska Vital Records Office</b> <b>P.O. Box 110675</b> <b>Juneau, AK 99811-0675</b></p> <p>Checks must be pre-printed with your name and address. Returned checks carry a \$30 NSF fee.</p> <p><b>Credit Cards:</b> Complete the "Credit Card Information" box, below.</p>	<p><b>Birth Certificates</b> (\$30 first copy; \$25 each additional copy of the <u>same</u> record ordered at the <u>same</u> time.)</p> <p><b>Paternity, Correction, or Adoption Processing Fee</b> (\$30)</p> <p><b>Apostille fee</b> (\$12 for first copy, \$2 each additional copy)</p> <p><b>Apostille Country:</b> _____</p> <p><b>Heirloom Certificates</b> (\$55 first copy; \$50 each additional copy)</p> <p><b>Heirloom Certificate</b> (<i>select one</i>)</p> <p><input type="radio"/> Rie Muñoz, "The Embrace"</p> <p><input type="radio"/> Jon Van Zyle, "Polar Bears"</p> <p><input type="radio"/> <b>Expedited (Rush) Service*</b> (Add \$11.00) <i>* Does not include shipping fees.</i></p>	
<p align="center"><b>Walk-in Service</b></p> <p><b>Juneau Office:</b> 5441 Commercial Blvd. Phone: (907) 465-3391 Fax: (907) 465-3618</p> <p><b>Anchorage Office:</b> 3601 C Street, Suite 128 Phone: (907) 269-0991 Fax: (907) 269-0994</p>	<p><b>Shipping Method:</b></p> <p><i>(Call our office for shipping rates outside the U.S)</i></p> <p><input type="radio"/> <b>Regular Mail</b> (no additional fee)</p> <p><input type="radio"/> <b>Priority Mail</b> (Add \$6.45)</p> <p><input type="radio"/> <b>Express Mail</b> (Add \$22.95)</p> <p><input type="radio"/> <b>FedEx</b> (No P.O. Box / Add \$24.25)</p> <p><b>TOTAL</b></p>	

<p align="center"><b>Please enter your mailing address below:</b></p> <p>Name: _____</p> <p>Street / PO Box: _____</p> <p>City, State, Zip _____</p>	<p align="center"><b>HAVE YOU INCLUDED?</b></p> <p><input type="radio"/> <b>Copy of ID</b></p> <p><input type="radio"/> <b>Payment</b></p> <p><input type="radio"/> <b>Other documentation</b> (<i>please list if applicable</i>)</p>
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**Credit Card Information (When paying by credit card)**

Name on credit card: \_\_\_\_\_

Billing address: \_\_\_\_\_

Number: \_\_\_\_\_ Expiration date: \_\_\_\_\_ CVV Code \_\_\_\_\_

Visa       MasterCard       Discover

Cardholder signature (required): \_\_\_\_\_