

Alaska Death Certificate Request Form Instructions

Who may obtain a death certificate?	Proof of Entitlement in Addition to an Accepted form of ID
Spouse	Listed on the death certificate
Parent(s)	Listed on the death certificate
Child(ren) of Decedent	Certified copy of child's birth with decedent name listed
Sibling of Decedent	Certified copy of sibling's birth with one parent in common
Legal Guardian of Decedent	Certified guardianship papers along with documentation showing the death certificate is needed to establish personal or property rights.
Office of Public Advocacy	Certified guardianship papers
Legal Representative/Attorney	<ul style="list-style-type: none"> • A cover letter indicating who they represent. • The original or certified documentation showing the death certificate is needed to determine property rights (e.g. beneficiary documents, last will, property deeds, and financial statements). Faxed documents are not accepted.

Accepted Forms of ID (must be unexpired):

- Driver's license
- State-issued ID card
- Passport
- Military ID
- Tribal/BIA card

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) [†]	\$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 for the most current fees and postage rates.

[†] *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

**STATE OF ALASKA
DEATH CERTIFICATE REQUEST FORM**

RESET 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 Name of the Deceased	
Date of Death	City or Village of Death
Purpose of the Request	(Personal Records, Legal Purposes, Inheritance/Estate Settlement, Gov't Assistance/Benefits, Insurance/Pension, Retirement, etc.)
Your Relationship to the Deceased	(Spouse, parent, child, sibling, legal representative, etc...)
Signature of the Person Requesting the Record	Phone Number
E-mail Address	(Optional, in case of questions)

Additional Helpful Search Criteria (Not Required)

FULL Name of Deceased's Mother before she was first married

FULL Name of Deceased's Father:

Date of Birth of the Deceased

The fees and postage rates reflected on this form are accurate as of September 2016. Please refer to www.vitalrecords.alaska.gov for the most current fees and postage rates.

	# Copies		Amount
<p>Submit this form with the following payment types:</p> <p>Checks or Money Orders: Make checks / money orders payable to: Alaska Vital Records Office P.O. Box 110675 Juneau, AK 99811-0675</p> <p>Checks must be pre-printed with your name and address. Returned checks carry a \$30 NSF fee.</p> <p>Credit Cards: Complete the "Credit Card Information" box, below.</p>	<p>You may enter the ordering information in this form and the fees and shipping charges will be automatically calculated</p>	<p>Death Certificates (\$30 first copy; \$25 each additional copy of the <u>same</u> record ordered at the <u>same</u> time.)</p> <p>Apostille fee (\$12 for first copy, \$2 each additional copy) Apostille Country:</p> <p>Expedited (Rush) Service* (Add \$11.00) <i>* Does not include shipping fees.</i></p>	

<p align="center">Walk-in Service</p> <p>Juneau Office: 5441 Commercial Blvd. Phone: (907) 465-3391 Fax: (907) 465-3618</p> <p>Anchorage Office: 3601 C Street, Suite 128 Phone: (907) 269-0991 Fax: (907) 269-0994</p>	<p>Shipping Method:</p> <p><i>(Call our office for shipping rates outside the U.S)</i></p>	<p>Regular Mail (no additional fee)</p> <p>Priority Mail (Add \$6.45)</p> <p>Express Mail (Add \$22.95)</p> <p>FedEx (No P.O. Box / Add \$24.25)</p> <p align="right">TOTAL</p>
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<p align="center">Please enter your mailing address below:</p> <p>Name:</p> <p>Street / PO Box:</p> <p>City, State, Zip</p>	<p align="center">HAVE YOU INCLUDED?</p> <p><input type="checkbox"/> Copy of ID</p> <p><input type="checkbox"/> Payment</p> <p><input type="checkbox"/> Other documentation <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):		