

Alaska DEATH Certificate Request Form Instructions

Who may obtain a death certificate?

- Spouse listed on the certificate. Please provide proof of marriage.
- Parent (for children born in Alaska) listed on the death certificate. Please provide birth certificate(s).
- Child(ren) of decedent. Must show a certified copy of the child's birth certificate with the decedent's name listed.
- Sibling of decedent. Must show a certified copy of sibling's birth certificate with one parent in common to decedent.
- Legal guardian of decedent. Must show certified guardianship papers along with documentation showing the death certificate is needed to establish personal or property rights.
- Office of Public Advocacy. Must show certified guardianship papers.
- Legal representative/Attorney. Must have a letter on their letterhead stating who they represent, original or certified documentation showing the death certificate is needed to determine property rights (e.g. beneficiary documents, last will, property deeds), and a signed copy of attorney client agreement.
Note: Faxed legal documents are NOT accepted.

Accepted forms of ID (If expired, must be less than one year):

- Driver's license
- State-issued ID
- Passport
- Military ID
- Tribal/BIA card (with picture)
- 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, include payment and a copy of your ID.
- For walk in service, choose one of the following sites: Anchorage or Juneau. Address and contact information is below.
- For mail, fax, email or online orders: choose one method of submission. Please be advised that if you submit your requests via more than one method, you will be charged for each request. For all current fees and processing times please visit our website: www.vitalrecords.alaska.gov

Please note:

- **Faxed orders***: please call 10 minutes after sending your fax to confirm receipt.
- **Expedited requests must be email or faxed.**
- For additional information on how to amend a death certificate, please contact our Special Services Unit at (907) 465-1200.

Alaska Vital Records Offices:

Juneau (Main Office)

Walk-in Office Hours:

Monday - Friday, 8:00 am - 5:00 pm

Physical Address:

5441 Commercial Blvd.

Juneau, Alaska 99801

Phone: (907) 465-3391

Fax: (907) 465-3618

* Please do not send mail to the physical address.

Please send to HAVRS mailing address:

P.O. Box 110675

Juneau, AK 99811-0675

Anchorage Office

Monday - Friday, 8:00 am - 4:30 pm

Phone: (907) 269-0991

Note: Please mail requests to the Juneau Office.

Mail, Fax, E-mail, and Online Orders

HAVRS Mailing Address:

P.O.Box 110675

Juneau, AK 99811-0675

E-mail Orders: hss.vr.apps@alaska.gov

Fax: (907) 465-3618

Online: Vital Check

<https://www.vitalchek.com/>

Alaska DEATH Certificate Request Form

- Please read the instructions on the first page. Incomplete or inaccurate requests that do not include a copy of a government issued ID will not be processed.
- Submit this form WITH PAYMENT in person (Cash, check, money order or credit card), by mail (check, money order, or credit card), or by fax (credit card only). Office locations and contact information are on the instruction page.
- Please make Checks/Money Orders payable to: ALASKA VITAL RECORDS OFFICE.
- There will be a \$30 nonsufficient funds fee for returned checks.

Information needed to locate the record:

FIRST Name of the Deceased (at time of death) _____

MIDDLE Name of Deceased _____

LAST/FAMILY Name of Deceased _____

Date of Death _____

Date of Birth of Deceased _____

City/Village of Death _____

Full Name of Deceased's Mother Prior to Marriage _____

Full Name of Deceased's Father _____

APPLICANT NAME _____

Contact Phone Number _____

Contact E-mail Address _____

Mailing Name _____

Mailing Address:

Street/P.O. Box _____

City, State, Zip _____

Purpose of Request: Ex: Personal records, legal purpose, government benefits, etc. _____

Your Relationship to the deceased:

____ Legal representative (with documentation)

____ Other (Please specify) _____

Signature of Person Requesting the Record (Electronic/Typed Signature NOT Accepted) _____

What would you like to order?

____ Number of Certified Death Certificates _____ *Fee:*

(\$30 for one copy plus \$25 for each additional copy of the same record ordered at the same time)

____ Death Certificate Correction Processing Fee (\$30) _____

____ Apostille Fee (\$12 for first copy, \$2 for each additional copy) _____

Apostille Country: _____

____ *Expedited/Rush Service (Fax/Email orders) (\$11) _____

How would you like it shipped?

Please note: Alaska Vital Records assumes no responsibility for items after they have been shipped. If documents are lost or stolen you will need to resubmit your order with ID and payment. Vital Record certificates are legal documents that should be in your control only. Lost certificates may end up in the hands of criminals who could use the certificate to steal your identity. HAVRS strongly recommends you choose a method of shipping that requires a signature upon receipt. Call 907-465-3391 for more information on International Shipping.

Choose one:

____ Regular Mail (No fee, NO tracking available!)

____ Priority Mail (\$9.00. Includes tracking. No signature required). _____

____ Priority Mail (\$12.00. Includes tracking and signature). _____

____ FedEx Alaska (No P.O. Boxes; \$25.00. Includes tracking and signature). _____

____ FedEx USA (No P.O. Boxes; \$30.00. Includes tracking and signature). _____

Do You Want a Signature? Yes No

Do You Want a Signature? Yes No

Total for all Items

Credit Card Information

(We accept: Visa, MasterCard, Discover, and American Express)

Name on Credit Card _____

Credit Card Number _____

Expiration date _____

Zip Code _____

Cardholder Signature (REQUIRED; ELECTRONIC/TYPED SIGNATURE NOT ACCEPTED) _____