Alaska Death Certificate Request Form Instructions

Who may obtain a death certificate?

Proof of Entitlement in Addition to an Accepted form of ID

<table>
<thead>
<tr>
<th>Who may obtain a death certificate?</th>
<th>Proof of Entitlement in Addition to an Accepted form of ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse (married in Alaska)</td>
<td>Listed on the death certificate</td>
</tr>
<tr>
<td>Parent(s) (for children born in Alaska)</td>
<td>Listed on the death certificate</td>
</tr>
<tr>
<td>Child(ren) of Decedent</td>
<td>Certified copy of child’s birth with decedent name listed</td>
</tr>
<tr>
<td>Sibling of Decedent</td>
<td>Certified copy of sibling’s birth with one parent in common</td>
</tr>
<tr>
<td>Legal Guardian of Decedent</td>
<td>Certified guardianship papers along with documentation showing the death certificate is needed to establish personal or property rights.</td>
</tr>
<tr>
<td>Office of Public Advocacy</td>
<td>Certified guardianship papers</td>
</tr>
<tr>
<td>Legal Representative/Attorney</td>
<td>• A cover letter indicating who they represent.</td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td></td>
<td>• Signed copy of attorney client agreement</td>
</tr>
</tbody>
</table>

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 and submit to:
  *Choose one of the following sites: Anchorage or Juneau. Please be advised that if you send to both sites, you will be charged for 2 requests.
  *Choose one method of submission: Mail, Email, or Fax to one site. Please be advised that if you submit your requests via more than one method, you will be charged for each request.

Alaska Vital Records Office - JUNEAU
5441 Commercial Blvd. (99811-0675) (Physical Address)
PO Box 110675
Juneau, AK 99801
Phone: (907) 465-3391
FAX: (907) 465-3618
Office Hours: 8:00 am - 5:00 pm (Walk-In Service)
hss.vr.apps@alaska.gov (Email Orders)

Alaska Vital Records Office - ANCHORAGE
3601 C Street, Suite 128 (Frontier Bldg)
Anchorage, AK 99503
Phone: (907) 269-0991
FAX: (907) 269-0994
Office Hours: 8:00 am to 4:30 pm (Walk-In Service)

Fees:

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

*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 June 2018. 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

- 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 Person Requesting the Record [ ]

(ELECTRONIC/TYPED SIGNATURE NOT ACCEPTED): [ ]

Phone Number [ ]

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 January 2019. Please refer to www.vitalrecords.alaska.gov for the most current fees and postage rates.

Submit this form with the following payment types:

Checks or Money Orders:
Make checks / money orders payable to:
Alaska Vital Records Office
P.O. Box 110675
Juneau, AK 99811-0675
Checks must be pre-printed with your name and address. Returned checks carry a $30 NSF fee.

Credit Cards:
Complete the "Credit Card Information" box, below.

You may enter the ordering information in this form and the fees and shipping charges will be automatically calculated

# Copies

Amount

Death Certificates ($30 first copy; $25 each additional copy of the same record ordered at the same time.) [ ]

Correction to Death Certificate ($30) [ ]

Apostille fee ($12 for first copy, $2 each additional copy) Apostille Country: [ ]

Expedited (Rush) Service* (Add $11.00) [ ]

* Does not include shipping fees.

Shipping Method:

[ ] Regular Mail (no tracking available)

[ ] Priority Mail (Add $8.00 S&H)

[ ] Express Mail (Add $26.00 S&H)

[ ] FedEx (No P.O. Box / Add $24.25)

TOTAL

Please enter your mailing address below:

Name: [ ]

Street / PO Box: [ ]

City, State, Zip: [ ]

HAVE YOU INCLUDED?

[ ] Copy of ID

[ ] Payment

[ ] Other documentation (please list if applicable)

Credit Card Information (When paying by credit card)

Name on credit card: [ ]

Billing address: [ ]

Number: [ ] Expiration date: [ ]

Visa [ ] MasterCard [ ] Discover [ ]

Cardholder signature (required - ELECTRONIC/TYPED SIGNATURE NOT ACCEPTED): [ ]

(Rev. 01/2019)