Alaska Marriage Certificate Request Form Instructions

Who may obtain a marriage certificate?
- Either bride, groom or spouse.
- Legal Representative with a cover letter stating who you represent on the marriage record along with a notarized original release form from that person.

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 and submit to Vital Records:
  * Faxed orders: please call 10 minutes after sending your fax to confirm receipt.
  * 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
Physical Address > 5441 Commercial Blvd 99801 (zip code: 99801)
Mailing Address > PO Box 110675 (zip code: 99811-0675)
Juneau, AK
Office Hours: 8:00 am - 5:00 pm (Walk-In Service)
Phone: (907) 465-3391
FAX: (907) 465-3618
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</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.
Please visit our website and select "Frequently Asked Questions": www.vitalrecords.alaska.gov
STATE OF ALASKA
MARRIAGE 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.

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.

FULL Name of Bride, Groom, or Spouse: ____________________________

FULL Name of Bride, Groom, or Spouse: ____________________________

Date of Marriage: ______________ City or Village or Place of Marriage: ____________________________

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

Your Relationship to the Persons Named on the Record: Spouse ☐ Legal Rep ☐ Other: ____________________________

Signature of the Person Requesting the Record (ELECTRONIC/TYPED SIGNATURE NOT ACCEPTED):

Contact Phone Number: ____________________________

JUNEAU – Vital Records Office
PO Box 110675 (zip code: 99811-0675)
5441 Commercial Blvd (zip code: 99801)
Juneau, AK
Phone: (907) 465-3391 / Fax: (907) 465-3618
Walk-Ins / Mail / Email / On-line (See back of Form for details)

ANCHORAGE – Vital Records Office
3601 C Street, Suite 128 (Frontier Bldg)
Anchorage, AK 99503
Phone: (907) 269-0991 / Fax: (907) 269-0994
Walk-Ins / Mail / Fax Service ($11 fee)

Submit this form with PAYMENT:
In Person: Cash / Check / Money Order / Credit Card By Mail: Check / Money Order / Credit Card By Fax: Credit Card $30 NSF Fee – for returned checks.
Checks/MO payable to: Alaska Vital Records Office

# Copies  Amount
☐ Marriage Certificates ($30 one copy; $25 each additional copy of the same record ordered at the same time.)
☐ Correction to Marriage Certificate ($30)
☐ Apostille fee ($12 for first copy, $2 each additional copy)
☐ Apostille Country: ____________________________
☐ Heirloom Certificates ($65 first copy; $60 each additional copy) Heirloom Certificate (select one)
☐ Rie Muñoz, “Tenakee Wedding” Dale
☐ DeArmond, “Raven in Love” Byron
☐ Birdsall, “McKinley Moonlight”
☐ Expedited (Rush) Service* (Add $11.00)
*Registration process cannot be rushed.
*Does not include shipping fees.

Shipping Method:
(See our office for shipping rates outside the U.S)
☐ Regular Mail (No Tracking Available)  No fee
☐ Priority Mail (Add $8.00)
☐ Express Mail (Add $26.00)
☐ 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: ____________________________
Expiration date: ______________

Visa ☐ Mastercard ☐ Discover ☐ American Express

Cardholder Signature REQUIRED (ELECTRONIC/TYPED SIGNATURE NOT ACCEPTED):

(Rev. 11/2019)