

Alaska BIRTH Certificate Request Form Instructions

Who may obtain a birth certificate?

- Parent(s) listed on the current certificate.
- Child listed on the certificate (if 14 years or older) along with current school ID.
- Legal Guardian with certified guardianship papers.
- Third-Party requests must have notarized letter of consent for the release of information from the certificate holder or legal guardian.
- Attorneys & Government Agencies must have a letter on their letterhead stating who they represent and why the record is needed. Supporting documentation must be provided.

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)
- School ID
- 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.**
- **All Paternity, Adoptions or Corrections to a Birth certificate must be mailed or hand-delivered as Original Documents and/or Certified copies of forms are required.**
- For additional information on how to amend a birth 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.

P.O. Box 110675

Juneau, Alaska 99801

Phone: (907) 465-3391

* 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 P.O. Box.

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 orders: (907) 465-3618

Online orders: Vital Check

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

Alaska BIRTH 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 is on instruction page.
- This form is **only** for the purpose of the financial transaction and **location** of the requested record
- Please make Checks/Money Orders payable to: ALASKA VITAL RECORDS OFFICE.
- There will be a \$30 NSF fee for returned checks.

Information needed to locate the record:

FIRST Name on the Birth Certificate _____

MIDDLE Name _____

LAST/FAMILY Name _____

Date of Birth _____

City/Village of Birth _____

Mother's Full Name Prior to Marriage _____

Father's Full Name _____

APPLICANT NAME: _____

Contact Phone Number _____

Contact E-mail Address _____

Mailing Name _____

Mailing Address:

Street/P.O. Box _____

City, State, Zip _____

Choose your Relationship to Child Named on the Record:

___ Self ___ Parent ___ Legal representative (with documentation)

___ Other (Please specify) _____

Purpose of request (Ex: Personal records, legal purposes, government benefits, etc.) _____

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

What would you like to order?

___ Number of Certified Birth Certificates _____

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

___ Paternity, Correction, Adoption, or Legal Name Change Processing Fee (\$30) _____

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

Apostille Country: _____

___ Number of Heirloom Certificates (\$55 first copy; \$50 additional copies) _____

Choose one:

___ Rie Munoz, "The Embrace"

___ Jon VanZyle, "Polar Bears"

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

Please note: If birth is not registered or has an administrative hold, it cannot be rushed

Fee: _____

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) _____