

## Alaska MARRIAGE Certificate Request Form Instructions

### Who may obtain a marriage certificate?

- Either bride, groom, or spouse

### Accepted forms of ID (If expired, must be less than 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](http://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 marriage 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

*Fax:* (907) 465-3618

*Online:* Vital Check

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

## Alaska MARRIAGE 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:

Date of Marriage \_\_\_\_\_

City/village of Marriage \_\_\_\_\_

FIRST, MIDDLE, LAST name of Bride, Groom or Spouse

\_\_\_\_\_  
FIRST, MIDDLE, LAST name (Maiden Name) of Bride or Spouse

\_\_\_\_\_

APPLICANT NAME \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Contact E-mail Address \_\_\_\_\_

Mailing Name \_\_\_\_\_

Mailing Address:

Street/P.O. Box \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Relation to the person of the record

Bride       Groom       Spouse

Legal Representative (with documentation)

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 Marriage Certificates \_\_\_\_\_

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

\_\_\_\_\_ Marriage Certificate Correction Processing Fee (\$30) \_\_\_\_\_

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

Apostille Country: \_\_\_\_\_

\_\_\_\_\_ Number of Heirloom Certificates (\$65 for first copy, \$60 for additional copies) \_\_\_\_\_

Choose one: \_\_\_\_\_ Rie Munoz ("Tenakee Wedding") \_\_\_\_\_ Dale DeArmond ("Raven In Love") \_\_\_\_\_ Byron Birdsall ("McKinley Moonlight")

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

Please note: If marriage is not registered, 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). \_\_\_\_\_

Do you want a signature? Yes      No

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

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)

Click to Clear Form \_\_\_\_\_