

# 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](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.**
- **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](mailto: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) \_\_\_\_\_