

## Alaska DIVORCE Certificate Request Instructions

For rush service, please submit your request online at <https://www.vitalchek.com/>. Additional service fees apply.

**Please note: All Corrections to a divorce certificate must be mailed or hand-delivered as original documents and/or certified copies of forms are required.**

### Who may obtain a divorce certificate?

- Either party listed on the divorce certificate.
- All others: please call (907) 465-3391 for assistance.

### 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)
- 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, you can visit the Anchorage or Juneau office. Address and contact information is below.
- For mail, fax, 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 faxed, or submitted via VitalChek. Expedited requests sent via mail will not be expedited.**
- For additional information on how to amend a divorce certificate, please contact our Special Services Unit at (907) 465-1200.

### Alaska Vital Records Offices:

#### Juneau (Main Office)

##### *Walk-in Office Hours:*

Monday - Friday, 8:30 am - 4:30 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.

#### Anchorage Office

##### *Walk-in Office Hours:*

Monday - Friday, 8:30 am - 4:30 pm

3901 Old Seward Highway, Ste. 101

Anchorage, Alaska 99503

Phone: (907) 269-0991

Note: Please mail requests to the Juneau Office.

#### Mail, Fax, and Online Orders

##### *HAVRS Mailing Address:*

P.O. Box 110675

Juneau, AK 99811-0675

Fax: (907) 465-3618

Online: VitalChek

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

## Alaska DIVORCE 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:*

FIRST MIDDLE LAST Name of Spouse A:

LAST/FAMILY Name of Spouse A: (Other names used, if any)

FIRST MIDDLE LAST Name of Spouse B:

LAST/FAMILY Name of Spouse B: (Other names used, if any)

Date of Divorce:

Date of Marriage:

City/Village of Divorce:

APPLICANT NAME:

Contact Phone Number

Contact E-mail Address

Mailing Name

Mailing Address:

Street/P.O. Box

City, State, Zip

Relationship to the Persons Named on the record

Spouse      Legal Rep (with documentation)

Other (Please specify)

Purpose of Request (Personal records, legal purposes, Government benefits, etc...)

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

### *What would you like to order?*

*Fee:*

**Number of Certified Divorce Certificates**

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

**Divorce Certificate Correction Processing Fee (\$30)**

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

Apostille Country:

**\*Expedited/Rush Service (FAX ORDERS ONLY) (\$11)**

Please note: if divorce is not registered, it cannot be rushed.

Or order online at: <https://www.vitalchek.com/>

### *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** (\$10.00. Includes tracking. No signature required).

**Priority Mail** (\$14.00. Includes tracking and signature).

### *Total for all Items*

### *Credit/Debit Card Information*

(We accept: Visa, MasterCard, Discover, and American Express)

Name on Credit Card

Credit Card Number

Expiration date

Billing Zip Code

Cardholder Signature (REQUIRED; ELECTRONIC/TYPED SIGNATURE NOT ACCEPTED \_\_\_\_\_)