

ALASKA HEIRLOOM BIRTH CERTIFICATE REQUEST FORM INSTRUCTIONS

PLEASE READ THESE INSTRUCTIONS CAREFULLY.

Incomplete applications or applications that do not include proper photo identification will be returned unprocessed.

You do not need to include a photocopy of your ID when ordering a gift certificate.

- A person may obtain only his or her own birth certificate, except for parents who may obtain their own child's certificate.
- Use the full first, middle, and last names as they appear on the certificate when filling out the request form.
- We can only process requests for births that occurred in Alaska. For births that occurred outside of Alaska, requests must be sent directly to the appropriate state
- **ALL REQUESTS MUST INCLUDE A COPY OF GOVERNMENT-ISSUED PICTURE ID OF THE PERSON REQUESTING THE BIRTH CERTIFICATE. Enlarge the copy and lighten it as much as possible to ensure it is clear and readable when sent to the Bureau, ESPECIALLY IF YOU ARE FAXING YOUR REQUEST. REQUESTS WITH DARK OR UNCLEAR COPIES OF IDs WILL BE RETURNED UNPROCESSED. Your signature under the copied ID is also required.**

The following are acceptable for identification purposes:

- A driver's license or official identification card issued by another state in the U.S., jurisdiction or territory, unexpired, or expired for not more than one year
- An unexpired U.S. or foreign passport.
- U.S. military identification, military dependent identification or veteran's identification.
- If you are currently living in Alaska, a BIA or tribal identification card will also be accepted.

If you are unable to provide any of the above-mentioned forms of identification, please contact the Alaska Bureau of Vital Statistics at 907.465.3391 to speak with a customer service representative.

GIFT CERTIFICATES:

- If you are requesting a gift certificate you only need to complete the purchaser information (section B) and leave the birth information (section A) blank.
- You do not need to include a photocopy of your ID when ordering a gift certificate.

SUBMITTING YOUR REQUEST:

- Print and complete the request form and mail it or fax it to our office.
- Walk-in service is also available in Anchorage, Fairbanks, or Juneau. Please check our web site (www.hss.state.ak.us/dph/bvs/contacts/) for office hours and location.
- Vital records requests contain confidential information. Therefore, we highly recommend you mail or fax your request. E-mail, although convenient, is not secure and subject to fraud.
- Remember to sign your request and enclose the correct fees as well as a copy of picture ID.

PROCESSING TIMES:

- Heirloom requests are normally processed within 4 -6 weeks after receipt by the Bureau. Note that most governmental agencies do not accept heirloom certificates as proof of birth.
- Normal processing times can be greater during periods of high volume. Please plan accordingly.
- Please allow for mailing time.

FEES:

- The first copy of a heirloom certificate is \$55.00 and additional copies are \$50 for each copy of the same record ordered at the same time.
- All NSF checks will be sent to a collection agency. There will be a \$30.00 charge for returned checks.
- Expedited (Rush) service is not available for heirloom certificates.
- Twenty-five dollars (\$25) of the heirloom certificate fee goes to the Alaska Children's Trust. The mission of the Trust is to improve the status of children in Alaska by generating funds and committing resources to eliminate child abuse and neglect. All fifty states plus the District of Columbia have Children's Trust Funds. For more information about the Alaska Children's Trust contact:

Alaska Children's Trust Executive Director
Phone: 907.248.7676
Email: tstorrs@alaskachildrenstrust.org

CONTACT INFORMATION:

- For additional information on obtaining Alaska Vital Records, please contact the Records Processing Unit in Juneau at 907.465.3391.

**STATE OF ALASKA
HEIRLOOM BIRTH CERTIFICATE REQUEST FORM**

- You may type directly on this form and print it or you may print the form first and then complete it by hand. If you enter the ordering information in this form the fees and shipping charges will automatically be calculated.
- If completed by hand, be sure that all information is printed neatly and is legible.
- If you are purchasing an heirloom certificate please complete sections A and B.
- If you are ordering a gift certificate you only need to complete section B. The gift certificate will be sent to the purchaser. You do not need to include a photocopy of your ID when ordering a gift certificate.
- Please read the instructions on the previous page. The information you provide must be complete and accurate. **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.**

A	FULL Name of the Child: _____ <small>(First, Middle, and Last Name on the Birth Certificate)</small>
	Mother's Maiden Name: _____ <small>(First, Middle, and Last Name before first married)</small>
	Father's Name: _____
	Date of Birth: _____ Place of Birth: _____
	Signature of the Person Requesting the Record: _____

B	Purchaser's Name: _____
	Purchaser's Street Address: _____
	Purchaser's City, State, Zip: _____
	Purchaser's Contact Phone #: _____ Relationship to the Child: _____ <small>(Mother, father, friend, relative, etc.)</small>



Polar Bears



The Embrace

Mail this form with a money order, a check, or credit card information. Checks must be preprinted with your name and address. Please note there is a \$30.00 NSF fee for returned checks.

Make Checks Payable to:
 Bureau of Vital Statistics
 P.O. Box 110675
 Juneau, AK 99801-0675

**Phone: (907) 465-3391
 Fax: (907) 465-3618**

# Copies	You may enter the ordering information in this form and the fees and shipping charges will automatically be calculated.	Amount
_____	Heirloom Certificates: \$55 first copy; \$50 each additional copy	_____
_____	Heirloom Certificate Selected:	_____
	<input type="radio"/> Rie Muñoz, "The Embrace"	_____
	<input type="radio"/> Jon Van Zyle, "Polar Bears"	_____
	Ship by:	_____
	<input type="radio"/> Regular Mail (no additional fee)	_____
	<input type="radio"/> Priority Mail (Add \$5.15)	_____
	<input type="radio"/> Express Mail (Add \$18.95)	_____
	<input type="radio"/> FedEx (No PO Box / Add \$18.50)	_____
	Total	_____

Credit Card Information (When paying by credit card)	
Name on credit card: _____	_____
Billing address: _____	_____
Number: _____	Expiration date: _____
<input type="radio"/> Visa <input type="radio"/> MasterCard <input type="radio"/> Discover	
Cardholder signature (required): _____	_____