

ALASKA HEIRLOOM BIRTH GIFT CERTIFICATE REQUEST FORM INSTRUCTIONS

PLEASE READ THESE INSTRUCTIONS CAREFULLY

This form is **ONLY** to be used for purchasing gift certificates for Heirloom birth certificates.

Incomplete applications will be returned unprocessed.

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

How to submit a request:

- Complete this form and submit it via mail, fax, or in-person. (Addresses, hours and fax number are listed below)
- Include payment via check, money order, or by providing your credit card information at the bottom of the request form.
- 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.

Processing times:

- Heirloom gift certificate requests are normally processed within 4 – 6 weeks after receipt by Alaska Vital Records. 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 allow mailing time.

Fees:

- The first gift certificate for an heirloom birth certificate is \$55.00 and additional gift certificates are \$50.00 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.
- Twenty-five dollars (\$25.00) of the heirloom gift 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.

Mailing Address and Fax Number

Health Analytics and Vital Records

P.O. Box 110675

Juneau, Alaska 99811-0675

Fax orders: (907) 465-3618

Juneau Office

Walk-in Office Hours:

Mon – Fri, 8:30am – 4:30pm

5441 Commercial Blvd.

Juneau, Alaska 99801

Phone: (907) 465-3391

Anchorage Office

Walk-in Office Hours

Mon – Fri, 8:30am – 4:30pm

3901 Old Seward Hwy, Ste. 101

Anchorage, Alaska 99503

Phone: (907) 269-0991

STATE OF ALASKA
HEIRLOOM BIRTH GIFT 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.
- Gift certificates 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. **Incomplete requests will be returned unprocessed.**

Purchaser's Name:			
Purchaser's Street Address:			
Purchaser's City:	State:	Zip Code:	
Purchaser's Phone Number:	Relationship to Child:		(Mother, father, friend, relative, etc.)



Polar Bears



The Embrace

Order Information		
Count	Description	Cost
	Heirloom Birth Gift Certificates (\$55.00 first copy, \$50 each additional copy of the same record)	
	Rie Muñoz, "The Embrace"	\$
	Jon Van Zyle, "Polar Bears"	\$
Domestic Shipping Information (select one or call 907-465-3391 for information on international shipping)		
	Regular Mail (no fee, no tracking)	\$
	USPS Priority Mail® with tracking (\$13.00)	\$
	USPS Priority Mail® with tracking and signature on delivery (\$18.00) <small>Note: Alaska Vital Records is not responsible for items once they have been shipped. If your documents cannot be delivered, are returned, or are lost, you will need to submit a new request along with payment.</small>	\$
Total payment to be submitted:		\$
Payment Information (only complete for mail or fax applications. We do not process refunds for duplicate orders.)		
Check or Money Order (made out to Alaska Vital Records Office) There will be a \$30.00 NSF fee for returned checks.		Cash (walk-in ONLY)
Credit / Debit Card (We accept Visa, MasterCard, Discover, and American Express; complete information below)		
Name on card	Expiration Date	Billing Zip Code
Card Number	Cardholder signature	

Clear Form