

# Alaska DEATH Certificate Request Form Instructions

Expedited service is only available online through <https://www.vitalchek.com/>. Additional fees apply.

## How to submit a request:

- Visit <https://www.vitalchek.com/> OR
- Complete this form and submit it via mail, fax, or in-person. (Addresses, hours, and fax number are listed below)
- Include payment and a copy of your ID.
- 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)

## Who may obtain a death certificate?

- Spouse listed on the certificate.
  - *Provide a copy of your marriage certificate if you were not married in Alaska.*
- Parent(s) listed on the death certificate.
  - *Provide a copy of the decedent's birth certificate listing the same parent(s) if the decedent was not born in Alaska.*
- Child(ren) of decedent.
  - *Provide a copy of the child's birth certificate with the decedent listed as a parent if the child was not born in Alaska.*
- Sibling of decedent.
  - *Provide a copy of the sibling's birth certificate with at least one parent in common to the decedent if the sibling was not born in Alaska.*
- Office of Public Advocacy with certified Delegated Power of Conservatorship/Guardianship papers.
- Attorneys & Government Agencies must have a letter on their letterhead stating who they represent and why the record is needed. Supporting original certified or notarized documentation must be provided. Alaska Vital Records will determine entitlement.

## Accepted forms of ID (If expired, must be less than one year) – please send a photocopy, not the original:

- 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

### 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

**Please note: All death certificate correction requests must be mailed or hand delivered as original documents and/ or certified copies of forms are required.**

**The standard processing time for these services is 3 months and expedited services are not available.**

**For additional information on how to amend a death certificate, please contact our Special Services Unit at (907) 465-1200.**

# Alaska DEATH Certificate Request Form

Requests that do not include an applicant signature, copy of a government issued ID, and payment will not be processed. This form is **only** for the purpose of the financial transaction and **location** of the requested record. For expedited service, order through <https://www.vitalchek.com/>

Applicant Information		
Applicant name	Choose your relationship to individual named on the record:	
Mailing name (if different)	Entitled relative (see instructions page)	
Email address	Legal representative (with documentation)	
Phone number	Purpose of request:	
Mailing address	Personal records	Government benefits
(Street / PO Box)	Legal purposes	
(City, State, Zip)	Other (please specify)	
<b>APPLICANT SIGNATURE (REQUIRED)</b>		
Information needed to locate the record		
Full name on the record		
(first)	(middle)	(last)
Date of death	City or village of death	
Date of birth		
Mother / Parent A's name prior to marriage		
(first)	(middle)	(last)
Father / Parent B's name prior to marriage		
(first)	(middle)	(last)
Order information		
<b>Count</b>		<b>Cost</b>
	<b>Certified death certificates</b> (\$30 first copy, \$25 each additional copy of the same record ordered at the same time)	\$
	<b>Paternity, correction, adoption, or legal name change processing fee (\$30)</b>	\$
	<b>Apostille fee</b> (\$12 first copy, \$2 each additional copy; for foreign country use only)	\$
	<b>Apostille country</b> (foreign countries only):	
	<b>Public Record White Copy</b> (\$15, use for deaths that occurred more than 50 years prior to application date)	\$
Domestic shipping information (select one or call 907-465-3391 for information on international shipping)		
<b>Regular mail</b> (no fee, no tracking)		\$
<b>USPS Priority Mail® with tracking</b> (\$13.00)		\$
<b>USPS Priority Mail® with tracking and signature on delivery</b> (\$18.00) 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 your ID and payment.		\$
<b>Total payment to be submitted:</b>		\$
<b>Did you sign above and include a copy of your ID?</b>		
<b>Did you include legal documentation if needed (see instruction page)?</b>		
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 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 ( <b>required</b> )	