

# 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.

**Note: Faxed legal documents are NOT accepted.**

## 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

### 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:  Entitle relative (see instructions page)  Legal representative (with documentation)
Mailing name (if different)	
Email address	
Phone number	Purpose of request:  Personal records <span style="float: right;">Government benefits</span>  Legal purposes  Other (please specify)
Mailing address	
_____ (Street / PO Box)	
_____ (City, State, Zip)	
<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		
Count		Cost
	<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 (\$12 first copy, \$2 each additional copy)</b>	\$
	<b>Apostille country</b>	

Domestic shipping information (select one or call 907-465-3391 for information on international shipping)	
<b>Regular mail</b> (no fee, no tracking)	\$
<b>Priority mail with tracking</b> (\$10)	\$
<b>Priority mail with tracking and signature on delivery</b> (\$14) <small>This option is recommended, 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.</small>	\$
<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		
Check or Money Order (made out to Alaska Vital Records Office) <small>There will be a \$30 NSF fee for returned checks.</small>	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> )	

