

# Alaska MARRIAGE 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 marriage certificate?

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

## 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)
- School ID
- 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 Corrections to a marriage certificate 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 birth certificate, please contact our Special Services Unit at (907) 465-1200.**

# Alaska Marriage 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 persons named on the record:	
Mailing name (if different)	Spouse / Self	
Email address	Legal representative (with documentation)	
Phone number	Purpose of request:	
Mailing address	Personal records	Driver's license
(Street / PO Box)	Legal purposes	Government benefits
(City, State, Zip)	Other (please specify)	
<b>APPLICANT SIGNATURE (REQUIRED)</b>		
Information needed to locate the record		
Date of marriage	City or village of marriage	
Spouse A's name prior to marriage	(first)	(middle)
	(last)	
Spouse B's name prior to marriage	(first)	(middle)
	(last)	
Order information		
<b>Count</b>		<b>Cost</b>
	<b>Certified marriage certificates</b> (\$30 first copy, \$25 each additional copy of the same record ordered at the same time)	\$
	<b>Heirloom certificates</b> (\$65 first copy; \$60 each additional copy of the same record ordered at the same time)	
	Rie Munoz "Tenakee Wedding"	\$
	Dale DeArmound "Raven in Love"	\$
	Byron Birdsall "McKinley Moonlight"	\$
	<b>Marriage certificate correction processing fee</b> (\$30)	\$
	<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 events 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 this request is not for yourself?</b>	
Payment information (only complete for fax or mail 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>	