

Alaska BIRTH Certificate Request Form Instructions

For rush service, please submit your request online at <https://www.vitalchek.com/>. Additional service fees apply.

Please note: All Paternity, Adoptions, or Corrections (including Legal Name Change) to a birth certificate must be mailed or hand-delivered as original documents and/or certified copies of forms are required.

Who may obtain a birth certificate?

- Parent(s) listed on the current certificate.
- Child listed on the certificate (if 14 years or older) along with current school ID.
- Legal Guardian with certified guardianship papers.
- Third-Party requests must have notarized letter of consent for the release of information from the certificate holder or legal guardian.
- 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)
- School ID
- If you have none of the above forms of ID, please contact (907) 465-3391 for assistance.

How to submit a request:

- Complete this form, include payment and a copy of your ID.
- For walk in service, you can visit the Anchorage or Juneau office. Address and contact information is below.
- For mail, fax, or online orders: 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

Please note:

- **Faxed orders***: please call 10 minutes after sending your fax to confirm receipt.
- **Expedited requests must be faxed, or submitted via VitalChek. Expedited requests sent via mail will not be expedited.**
- **All Paternity, Adoptions, or Corrections to a birth certificate must be mailed or hand-delivered as original documents and/or certified copies of forms are required.**
- For additional information on how to amend a birth certificate, please contact our Special Services Unit at (907) 465-1200.

Alaska Vital Records Offices:

Juneau (Main Office)

Walk-in Office Hours:

Monday - Friday, 8:30 am - 4:30 pm

Physical Address:

5441 Commercial Blvd.

Juneau, Alaska 99801

Phone: (907) 465-3391

* Please do not send mail to the physical address.

Anchorage Office

Walk-in Office Hours:

Monday - Friday, 8:30 am - 4:30 pm

3901 Old Seward Highway, Ste. 101

Anchorage, Alaska 99503

Phone: (907) 269-0991

Note: Please mail requests to the

Juneau Office P.O. Box.

Mail, Fax, and Online Orders

HAVRS Mailing Address:

P.O. Box 110675

Juneau, AK 99811-0675

Fax orders: (907) 465-3618

Online orders: VitalChek

<https://www.vitalchek.com/>

Alaska BIRTH Certificate Request Form

- Please read the instructions on the first page. Incomplete or inaccurate requests that do not include a copy of a government issued ID will not be processed.
- Submit this form WITH PAYMENT in person (Cash, check, money order or credit card), by mail (check, money order, or credit card), or by fax (credit card only). Office locations and contact information is on instruction page.
- This form is **only** for the purpose of the financial transaction and **location** of the requested record
- Please make Checks/Money Orders payable to: ALASKA VITAL RECORDS OFFICE.
- There will be a \$30 NSF fee for returned checks.

Information needed to locate the record:

FIRST Name on the Birth Certificate

MIDDLE Name

LAST/FAMILY Name

Date of Birth

City/Village of Birth

Mother's Full Name Prior to Marriage

Father's Full Name

APPLICANT NAME:

Contact Phone Number

Contact E-mail Address

Mailing Name

Mailing Address:

Street/P.O. Box

City, State, Zip

Choose your Relationship to Child Named on the Record:

Self Parent Legal representative (with documentation)

Other (Please specify)

Purpose of request (Ex: Personal records, legal purposes, government benefits, etc.)

Signature of Person Requesting the Record (Electronic/Typed Signature NOT Accepted)

What would you like to order?

Number of Certified Birth Certificates

(\$30 one copy, \$25 each additional copy of the same record ordered at the same time)

Paternity, Correction, Adoption, or Legal Name Change Processing Fee (\$30)

Apostille Fee (\$12 for first copy, \$2 each additional copy)

Apostille Country:

Number of Heirloom Certificates (\$55 first copy; \$50 additional copies)

Choose one:

Rie Munoz, "The Embrace"

Jon VanZyle, "Polar Bears"

***Expedited/Rush Service (FAX ORDERS ONLY) (\$11)**

Please note: If birth is not registered or has an administrative hold, it cannot be rushed.

Or order online at: <https://www.vitalchek.com/>

Fee: _____

How would you like it shipped?

Please note: 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. Vital Record certificates are legal documents that should be in your control only. Lost certificates may end up in the hands of criminals who could use the certificate to steal your identity. HAVRS strongly recommends you choose a method of shipping that requires a signature upon receipt. Call 907-465-3391 for more information on International Shipping.

Choose one:

Regular Mail (No fee, NO tracking available!)

Priority Mail (\$10.00. Includes tracking. No signature required).

Priority Mail (\$14.00. Includes tracking and signature).

Total for all Items

Credit/Debit Card Information

(We accept: Visa, MasterCard, Discover, and American Express)

Name on Credit Card

Credit Card Number

Expiration date

Billing Zip Code

Cardholder Signature (REQUIRED; ELECTRONIC/TYPED SIGNATURE NOT ACCEPTED) _____