

Alaska DEATH Certificate Request Form Instructions

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

Please note: All Corrections to a death certificate must be mailed or hand-delivered as original documents and/or certified copies of forms are required.

Who may obtain a death certificate?

- Spouse listed on the certificate. Please provide a certified copy of your marriage certificate.
- Parent(s) listed on the death certificate. Please provide a certified copy of the child's birth certificate listing the same parent(s).
- Child(ren) of decedent. Must show a certified copy of the child's birth certificate with the decedent's name listed.
- Sibling of decedent. Must show a certified copy of sibling's birth certificate with one parent in common to decedent.
- Office of Public Advocacy. Must show 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.

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.**
- For additional information on how to amend a death 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

Fax: (907) 465-3618

* 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.

Mail, Fax, and Online Orders

HAVRS Mailing Address:

P.O.Box 110675

Juneau, AK 99811-0675

Fax: (907) 465-3618

Online: VitalChek

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

Alaska DEATH 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 are on the instruction page.
- Please make Checks/Money Orders payable to: ALASKA VITAL RECORDS OFFICE.
- There will be a \$30 nonsufficient funds fee for returned checks.

Information needed to locate the record:

FIRST Name of the Deceased (at time of death)

MIDDLE Name of Deceased

LAST/FAMILY Name of Deceased

Date of Death

Date of Birth of Deceased

City/Village of Death

Full Name of Deceased's Mother Prior to Marriage

Full Name of Deceased's Father

APPLICANT NAME

Contact Phone Number

Contact E-mail Address

Mailing Name

Mailing Address:

Street/P.O. Box

City, State, Zip

Purpose of Request: Ex: Personal records, legal purpose, government benefits, etc.

Your Relationship to the deceased:

Legal representative (with documentation)

Other (Please specify)

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

What would you like to order?

Fee:

Number of Certified Death Certificates

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

Death Certificate Correction Processing Fee (\$30)

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

Apostille Country:

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

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

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

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)