

ALASKA BIRTH CERTIFICATE REQUEST FORM INSTRUCTIONS

PLEASE READ THESE INSTRUCTIONS CAREFULLY.

Incomplete applications or applications that do not include proper photo identification will be returned unprocessed.

- A person may only obtain his or her own birth certificate, except for parents who may obtain their own child's birth certificate.
- A birth certificate can also be furnished to a legal guardian or a legal representative. A legal guardian must submit a certified copy of the guardianship papers granted by the court when requesting a birth certificate. If you are a legal representative, include a letter stating who you represent and how you are related to the person named on the record.
- Use the full first, middle, and last names as they appear on the certificate when filling out the request form.
- We can only process requests for births that occurred in Alaska. For births that occurred outside of Alaska, requests must be sent directly to the appropriate state.
- **ALL REQUESTS MUST INCLUDE A COPY OF GOVERNMENT-ISSUED PICTURE ID OF THE PERSON REQUESTING THE BIRTH CERTIFICATE. Enlarge the copy and lighten it as much as possible to ensure it is clear and readable when sent to the Bureau, ESPECIALLY IF YOU ARE FAXING YOUR REQUEST. REQUESTS WITH DARK OR UNCLEAR COPIES OF IDs WILL BE RETURNED UNPROCESSED. Your signature under the copied ID is also required.**

The following are acceptable for identification purposes:

- A driver's license or official identification card issued by another state in the U.S., jurisdiction or territory, unexpired, or expired for not more than one year.
- An unexpired U.S. or foreign passport.
- U.S. military identification, military dependent identification or veteran's identification.
- If you are currently living in Alaska, a BIA or tribal identification card will also be accepted.

If you are unable to provide any of the above-mentioned forms of identification, please contact the Alaska Bureau of Vital Statistics at 907.465.3391 to speak with a customer service representative.

SUBMITTING YOUR REQUEST:

- Print and complete the request form and mail it or fax it to our office.
- Vital records requests contain confidential information. Therefore, we highly recommend you mail or fax your request. E-mail, although convenient, is not secure and subject to fraud.
- Remember to sign your request and enclose the correct fees as well as a copy of picture ID.
- Expedited (Rush) requests may only be submitted by fax. Please fax your rush request to 907.465.3618.
- If faxing, call the Alaska Bureau of Vital Statistics to confirm receipt at 907.465.3391 Monday-Friday, 8 a.m. – 4 p.m. Alaska time. **All faxed requests must include the \$11.00 expedite (rush) fee.**

PROCESSING TIMES:

- Requests sent by regular mail will normally be processed within 2–3 weeks after receipt by the Bureau.
- Heirloom requests are normally processed within 4–6 weeks after receipt by the Bureau.
- Expedited (Rush) requests submitted with credit card payment will normally be processed within 3 working days after receipt. Expedited requests must be faxed to our office. Note that there is no overnight express delivery to or from Alaska. Express delivery takes at least two days each way. As noted above, expedited service is not available for heirloom requests.
- Normal processing times can be greater during periods of high volume. Please plan accordingly.
- Please allow for mailing time.

FEES:

- Each certified copy of a birth certificate is \$20.00 and heirloom birth certificates are \$45. This fee is nonrefundable.
- If the requested record cannot be found, a statement of search will be issued. Search fees are not refundable.
- **Records requiring an Apostille:** Birth Certificates requiring authentication for a foreign country have additional fees. The additional charge is \$12.00 for the first record, with \$2.00 added for each additional copy of the same record. This includes the \$2.00 fee for the Lt. Governor's office. The country that the record is being sent to must be noted on your request.
- All NSF checks will be sent to a collection agency. There will be a \$30.00 charge for returned checks.
- Expedited (Rush) service requires an additional \$11.00 fee. Orders may be processed by completing the request form and faxing it to the Bureau of Vital Statistics. Please do not mail expedited requests to our office.
- Faxed requests require the \$11.00 expedite (rush) fee.
- Orders may also be accepted online at: www.vitalchek.com. You will be required to fax identification and the VitalChek authorization form to our office.

CONTACT INFORMATION:

- For additional information on obtaining Alaska Vital Records, please contact the Records Processing Unit in Juneau at 907.465.3391.

**STATE OF ALASKA
BIRTH CERTIFICATE REQUEST FORM**

- You may type directly on this form and print it or you may print the form first and then complete it by hand.
- If completed by hand, be sure that all information is printed neatly and is legible.
- **Expedited (Rush) requests must be faxed to 907.465.3618 for processing.** Do not mail expedited requests. Please call 907.465.3391 Monday-Friday, 8 a.m. to 4 p.m. Alaska time, to confirm the receipt of your fax.
- Please read the instructions on the previous page. The information you provide must be complete and accurate. **Incomplete or inaccurate requests or requests that do not include a copy of a government-issued ID with a signature below the ID will be returned unprocessed.**

REQUIRED INFORMATION

Full Name of the Child: _____
(First, Middle, and Last Name on the Birth Certificate)

Date of Birth: _____ City, Village, or Place of Birth: _____

Full Name of the Father: _____
(First, Middle, and Last Name on the Birth Certificate)

Full Name of the Mother: _____
(First, Middle, and Last Name on the Birth Certificate)

Purpose of the Request: _____
(Personal Records, Legal Purposes, Inheritance/Estate Settlement, Govt. Assistance/Benefits, Insurance/Pension, Retirement, etc.)

Your Relationship to the Child Named on the Record: _____

Signature of the Person Requesting the Record: _____
(Mother, father, legal representative, etc.)

Contact Phone Number: _____

Mail this form with a money order or a check. Checks must be preprinted with your name and address. Please note there is a \$30.00 NSF fee for returned checks. Expedited (Rush) requests must be faxed to 907.465.3618 for processing.

**Payable to: Bureau of Vital Statistics
P.O. Box 110675
Juneau, AK 99801-0675**

**Phone: 907.465.3391
Fax: 907.465.3618**

_____ Birth Certificates @ \$20/each	\$
_____ Birth Cards @ \$20/each	\$
_____ Apostille fee (please see instructions for fees)	\$
Country needed for: _____	
_____ Heirloom Certificates @ \$45/each	\$
Heirloom Certificate Selected:	
_____ Rie Muñoz, "The Embrace"	
_____ Jon Van Zyle, "Polar Bears"	
Ship by: _____ Regular Mail (no additional fee)	\$
_____ Priority Mail (Add \$4.95)	\$
(Call our office for shipping rates outside the U.S.) _____ Express Mail (Add \$17.50)	\$
_____ FedEx (No PO Box / Add \$18.50)	\$
_____ Expedited (Rush) Service* (Add \$11.00)	\$
*Faxed requests must include the \$11 expedite fee.	

Name on credit card: _____

Billing address: _____

Number: _____ Expiration date: _____

Visa MasterCard Discover

Cardholder signature (required): _____

PLEASE ENTER YOUR MAILING ADDRESS BELOW. DO NOT DETACH.

Name: _____

Street: _____

City, State, Zip: _____