

# Alaska BIRTH 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 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

### 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 changes to a birth certificate (including those related to paternity, adoption, legal name changes, or other corrections) must be mailed or hand delivered as original documents and/or certified copies of forms are required.**

**The standard processing time for these special services is 3 months, 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 BIRTH 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 child named on the record:	
Mailing name (if different)	Self	Parent
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		
Full name on the record		
(first)	(middle)	(last)
Date of birth		City or village 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		
<b>Count</b>		<b>Cost</b>
	<b>Certified birth certificates</b> (\$30 first copy, \$25 each additional copy of the same record ordered at the same time)	\$
	<b>Heirloom certificates</b> (\$55 first copy; \$50 additional copies)	
	Rie Munoz "The Embrace"	\$
	Jon Van Zyle "Polar Bears"	\$
	<b>Paternity, correction, adoption, or legal name change processing fee</b> (\$30)	\$
	<b>Apostille fee</b> (\$12 first copy, \$2 each additional copy)	\$
	<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) 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.		\$
<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 or your child?</b>		
Payment information		
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 for CC)</b>	