

## Alaska Death Certificate Request Form Instructions

Who may obtain a death certificate?	Proof of Entitlement Requirements
Spouse (married in Alaska)	Government Issued ID
Parent(s) (for children born in Alaska)	Government Issued ID
Parent(s) (for children not born in Alaska)	Certified copy of child's birth certificate showing parent listed
Child(ren) of Decedent	Certified copy of child's birth with decedent name listed
Sibling of Decedent	Certified copy of sibling's birth with one parent in common
Legal Guardian of Decedent	Certified guardianship papers along with documentation showing the death certificate is needed to establish personal or property rights.
Office of Public Advocacy	Certified guardianship papers
Legal Representative/Attorney	<ul style="list-style-type: none"> <li>• A cover letter indicating who they represent.</li> <li>• The original or certified documentation showing the death certificate is needed to determine property rights (e.g. beneficiary documents, last will, property deeds, and financial statements). <b>Faxed documents are not accepted.</b></li> <li>• Signed copy of attorney client agreement</li> </ul>

### Accepted Forms of ID (must be unexpired):

- Driver's license
- State-issued ID card
- Passport
- Military ID
- Tribal/BIA card

If none of the above are available, an original/certified copy of a court order/subpoena is acceptable.

### How to submit a request:

- Complete this form with payment and a copy of your ID. Non-expedited requests may be mailed to:  
Alaska Vital Records Office  
P.O. Box 110675  
Juneau, AK 99811-0675
- **Emailed to [hss.vr.apps@alaska.gov](mailto:hss.vr.apps@alaska.gov)**
- Faxed to the Juneau Vital Records Office at (907) 465-3618. Please call 10 minutes after sending your fax to confirm receipt.
- Expedited requests must be emailed or faxed.
- Walk-in to the Juneau or Anchorage Vital Records Office between 8:00 AM and 5:00 PM:
  - o Juneau: 5441 Commercial Blvd
  - o Anchorage: 3601 C Street, Suite 128

### Fees:

Services	Cost	Add'l Copies*
Certified Copy (Birth, marriage, divorce, death) <sup>†</sup>	\$30	\$25
Marriage License	\$60	N/A
Marriage License Re-Issue Fee	\$15	N/A
Adoptions, Paternity, or Amendment/Correction (includes new certificate)	\$60	N/A
Medical Marijuana Card	\$25	\$20 (renewal)
Heirloom Birth Certificate	\$55	\$50
Heirloom Marriage Certificate	\$65	\$60
Apostille (in addition to Certified Copy Fee)	\$12	\$2
Expedite Fee (process request within 48 business hours)	\$11	N/A

\*Additional copies are defined as the same record ordered at the same time. Fees are set in accordance with AS 18.50.330. The fees and postage rates reflected on this form are accurate as of January 2019. Please refer to [www.vitalrecords.alaska.gov](http://www.vitalrecords.alaska.gov) for the most current fees and postage rates.

<sup>†</sup> *NOTE: If the requested record cannot be found, you will be issued a "Record not Found" on certified paper for the same price as the certificate itself.*

### Processing times from receipt of request:

Please visit our website and select "Frequently Asked Questions": [www.vitalrecords.alaska.gov](http://www.vitalrecords.alaska.gov)

**STATE OF ALASKA  
DEATH CERTIFICATE REQUEST FORM**

RESET FORM

- Please read the instructions on the first page. **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.**

FULL Name of the Deceased

Date of Death

City or Village of Death

Purpose of the Request

(Personal Records, Legal Purposes, Inheritance/Estate Settlement, Gov't Assistance/Benefits, Insurance/Pension, Retirement, etc.)

Your Relationship to the Deceased

(Spouse, parent, child, sibling, legal representative, etc...)

**Signature of Person Requesting the Record  
(ELECTRONIC/TYPED SIGNATURE NOT ACCEPTED):**

Phone Number

**Additional Helpful Search Criteria (Not Required)**

FULL Name of Deceased's Mother before she was first married

FULL Name of Deceased's Father:

Date of Birth of the Deceased

**The fees and postage rates reflected on this form are accurate as of January 2019. Please refer to [www.vitalrecords.alaska.gov](http://www.vitalrecords.alaska.gov) for the most current fees and postage rates.**

**Submit this form with the following payment types:**

**Checks or Money Orders:**

Make checks / money orders payable to:

**Alaska Vital Records Office  
P.O. Box 110675  
Juneau, AK 99811-0675**

Checks must be pre-printed with your name and address. Returned checks carry a \$30 NSF fee.

**Credit Cards:**

Complete the "Credit Card Information" box, below.

**# Copies**

You may enter the ordering information in this form and the fees and shipping charges will be automatically calculated

**Amount**

**Death Certificates** (\$30 first copy; \$25 each additional copy of the same record ordered at the same time.)

**Correction** to Death Certificate (\$30)

**Apostille fee** (\$12 for first copy, \$2 each additional copy) **Apostille Country:**

**Expedited (Rush) Service\*** (Add \$11.00)

\* Does not include shipping fees.

**Shipping Method:**

*(Call our office for shipping rates outside the U.S)*

**Regular Mail** (no tracking available)

**Priority Mail** (Add \$8.00 S&H)

**Express Mail** (Add \$26.00 S&H)

**FedEx** (No P.O. Box / Add \$24.25)

**TOTAL**

**Regular Mail cannot be tracked. If this shipping method is selected and you do not receive your certificate(s) you will have to submit a new request form along with ID and payment.**

**Please enter your mailing address below:**

Name:

Street / PO Box:

City, State, Zip:

**HAVE YOU INCLUDED?**

**Copy of ID**

**Payment**

**Other documentation** *(please list if applicable)*

**Credit Card Information (When paying by credit card)**

Name on credit card:

Billing address:

Number:

Expiration date:

CVV Code

Visa

MasterCard

Discover

**Cardholder signature (required - ELECTRONIC/TYPED SIGNATURE NOT ACCEPTED):**