

## BIRTH CERTIFICATE REQUEST FORM INSTRUCTIONS

### PLEASE READ THESE INSTRUCTIONS CAREFULLY.

**Failure to do so may cause a significant delay in processing your request.**

- A person may obtain only his or her own birth certificate, except for parents who may obtain their own child's certificate.
- **ALL REQUESTS MUST INCLUDE A COPY OF PICTURE ID OF THE APPLICANT.** For example, if you are requesting your child's certificate, include your own ID since you are the applicant. Enlarge the copy and lighten it as much as possible to ensure it is clear and readable when sent to the Bureau.
- A signature under the copied ID is also required.
- Use the full first, full middle, and full last name as it appears on the certificate.
- For births which occurred outside of Alaska, requests must be sent directly to the appropriate state.

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### SUBMITTING REQUEST:

- Print and complete the request form and mail it to the address as indicated.
- 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.
- If faxing, call the Alaska Bureau of Vital Statistics to confirm receipt at 907.465.1481 Monday-Friday, 8 a.m. – 4 p.m. Alaska time.

### PROCESSING TIME:

- Requests sent by regular mail will be processed approximately 3-5 working days after receipt by the Bureau of Vital Statistics.
- Faxed requests submitted with credit card payment will normally be processed within 3 working days after receipt.
- Please allow for mailing time.
- The \$11.00 charge for using a credit card is not for expedited service.

### FEES:

- Each certified copy of a certificate is \$20.00. **This fee is nonrefundable.**
- If the requested record cannot be found, the \$20.00 will be used for a 3-year search and a statement of search will be issued. Enclose an additional \$1.00 per year for an extended search.
- 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.
- Purchase by credit card requires an additional \$11.00 fee. Orders may be processed by completing the request form and sending it to the Bureau of Vital Statistics by fax or mail.
- Orders may be processed directly online at: [www.vitalchek.com](http://www.vitalchek.com)
- Faxed requests submitted with credit card payment will normally be processed within 3 working days after receipt by the Bureau of Vital Statistics.
- Please note that the \$11.00 credit card fee is not for expedited service.

### 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 and legible.
- Requests sent by regular mail will be processed within 3-5 working days of receipt by the Bureau of Vital Statistics.
- Faxed requests submitted with credit card payment will be processed within 3 working days after receipt.
- Due to identity theft concerns, requests **must** include full first, full middle, and last names of the parent(s) and child **as they appear on the birth certificate**.
- The information you provide must be complete and accurate. **Incomplete or inaccurate requests will create significant delays in processing.**
- If faxing, call the Alaska Bureau of Vital Statistics to confirm receipt at 907.465.1481 Monday-Friday between the hours of 8 a.m. and 4 p.m. Alaska time.

**REQUIRED INFORMATION**

First, Middle and Last Name of Child: \_\_\_\_\_  
(child's full first, full middle, and last name as it appears on the birth certificate)

Date of Birth: \_\_\_\_\_

City or Village of Birth (in Alaska only): \_\_\_\_\_, Alaska

Mother's First, Middle, and **Maiden Name**: \_\_\_\_\_  
(mother's full first, full middle, and maiden name as it appears on the birth certificate)

If Father Listed on Certificate;  
Father's First, Middle, & Last Name: \_\_\_\_\_  
(father's full first, full middle, and last name as it appears on the birth certificate)

Relationship to Child: \_\_\_\_\_  
(i.e. self, parent, legal guardian)

Signature of Person Requesting Record: \_\_\_\_\_  
(individual named on certificate [14 or older], legal guardian, or parent applicant)

**A COPY OF A GOVERNMENT-ISSUED PHOTO ID OF THE APPLICANT MUST ACCOMPANY THIS FORM.  
THE APPLICANT'S SIGNATURE BELOW THE COPY OF THE PHOTO ID IS ALSO REQUIRED.**

**ADDITIONAL SEARCH INFORMATION**

Name of Hospital of birth or Other Facility: \_\_\_\_\_

If unsure of birthday, date range of search: \_\_\_\_\_

Applicant's Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

**Mail this form and a check preprinted with your name and address or mail this form and a money order.**

**Payable to:** Bureau of Vital Statistics  
5441 Commercial Blvd.  
PO Box 110675  
Juneau, AK 99801-0675  
**Phone:** (907) 465-3391  
**Fax:** (907) 465-3618

\_\_\_\_\_ Standard Size Certificates @ \$20/each = \$ \_\_\_\_\_

\_\_\_\_\_ Wallet Size Certificates @ \$20/each = \$ \_\_\_\_\_

Ship by: Regular (No extra charge)

Priority Mail (Add \$4.05) \$ \_\_\_\_\_

Express (Add \$14.40) \$ \_\_\_\_\_

DHL (No PO Box / Add \$16.50) \$ \_\_\_\_\_

Payment by Credit Card (Add \$11.00) \$ \_\_\_\_\_

To pay by credit card: (additional \$11)

Name on Credit Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Visa

MasterCard

Discover

AmEx

Cardholder Signature (required): \_\_\_\_\_

**TOTAL CHARGE \$ \_\_\_\_\_**

Please note:  
There is a  
\$30.00 NSF fee  
for returned  
checks.