

## DEATH CERTIFICATE REQUEST FORM INSTRUCTIONS

**PLEASE READ THESE INSTRUCTIONS CAREFULLY. Failure to do so will cause a significant delay in processing your request.**

A spouse, parent, child or sibling of a deceased person may purchase a certified copy of the death certificate. Send the request form or a letter which includes the following:

- ◆ Full first, full middle and last name as it appears on the certificate
- ◆ Date of death
- ◆ Town, city or village where the death occurred
- ◆ Reason for requesting the certificate
- ◆ Your relationship to the person named on the certificate

**A COPY OF A GOVERNMENT-ISSUED PHOTO ID OF THE PERSON REQUESTING THE CERTIFICATE MUST ACCOMPANY THE REQUEST FORM.**

**Enlarge the copy and lighten it as much as possible so that it is clear and readable when sent to the Bureau. A signature under the copied ID is also required.**

If you are not the spouse, parent, child or sibling of the deceased person, a letter or document from the office or the agency that needs the death certificate must be submitted with the request.

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- **SUBMITTING REQUEST** - Print and complete the request form and mail it to the address as indicated. Electronically transmitted application forms cannot be accepted. Remember to sign your request and enclose the correct fees as well as a copy of government issued picture ID. For deaths which occurred outside of Alaska, requests must be sent directly to the appropriate state.
  - **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 note that the \$11.00 credit card fee 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.

Death Certificates requiring authentication for a foreign country have additional fees. The additional charge is \$17.00 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.

- **CREDIT CARDS** - 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, or may be processed directly online at:

[www.vitalchek.com](http://www.vitalchek.com)

Faxed requests submitted with credit card payment will normally be processed 3-5 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.

