

# Alaska VETERAN DEATH Certificate Request Form Instructions

**Up to FOUR (4) certified copies of the death certificate of a veteran may be issued without charge.**

## **How to submit a request:**

- Complete this form and submit it via mail, fax, or in-person. (Addresses, hours, and fax number are listed below)
- Include a copy of your ID and documentation described below.
- For all current fees and processing times please visit our website: [www.vitalrecords.alaska.gov](http://www.vitalrecords.alaska.gov)

## **Who is qualified to obtain a certificate?**

- A personal representative of the veteran's estate
- A trustee of a revocable trust of which the veteran was the settlor
- A person who needs a certified copy of the veteran's death certificate for the purpose of satisfying an eligibility requirement for a benefit related to the death of a veteran.

## **Who is considered a Veteran?**

- An individual who was on active duty at the time of their death or who had received an honorable or general discharge from a branch of the armed services of the United States, the National Guard, a reserve unit of the United States armed services, the Alaska Scouts, the Alaska Territorial Guard, or the Alaska Naval Militia; and
- Is an Alaska resident at the time of their death.

## **What if I need more than 4 copies?**

- If you need more than four copies, additional copies are available for a fee. Please complete and submit the standard [Death Certificate Request Form](#) available on our website along with this request

## **When submitting this request you must provide the following documents:**

1. Proof of the decedent's veteran status. Acceptable documents include a DD214, photocopy of a military or retiree ID card, or a letter of verification from the Veteran's Administration.
2. Documentation showing the death certificate is needed to satisfy an eligibility requirement related to the death of the veteran.
3. A copy of a government-issued photo ID of the person requesting the record.

### **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 death certificate correction requests 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 death certificate, please contact our Special Services Unit at (907) 465-1200.**

# Alaska DEATH 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 individual named on the record:	
Mailing name (if different)	Entitled relative (for purpose of eligibility requirement)	
Email address	Legal representative (with documentation)	
Phone number	Purpose of request:	
Mailing address	Government benefits	
(Street / PO Box)	Legal purposes	
(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 death	City or village of death	
Date 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>Veteran death certificates</b> (free up to 4 copies - if you need additional copies please use our standard <a href="#">death certificate request form</a> )	\$ 0
<b>Domestic shipping information</b> (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 needed (see instruction page)?</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	
Card Number	Cardholder signature ( <b>required</b> )	

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