

Alaska DIVORCE Certificate Request Instructions

Who may obtain a divorce certificate?

- Either party listed on the divorce certificate.
- All others: please call (907) 465-3391 for assistance.

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)
- If you have none of the above forms of ID, please contact (907) 465-3391 for assistance.

How to submit a request:

- Complete this form, include payment and a copy of your ID.
- For walk in service, you can visit the Anchorage or Juneau office. Address and contact information is below.
- For mail, fax, or online orders: 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
- **Please note:**
- **Faxed orders***: please call 10 minutes after sending your fax to confirm receipt.
- **Expedited requests must be faxed, or submitted via VitalChek. Expedited requests sent via mail will not be expedited.**
- For additional information on how to amend a divorce certificate, please contact our Special Services Unit at (907) 465-1200.

Alaska Vital Records Offices:

Juneau (Main Office)

Walk-in Office Hours:
Monday - Friday, 8:00 am - 5:00 pm
Physical Address:
5441 Commercial Blvd.
Juneau, Alaska 99801
Phone: (907) 465-3391
Fax: (907) 465-3618

* Please do not send mail to the physical address.

Please send to HAVRS mailing address:

P.O. Box 110675 Juneau, AK 99811-0675

Anchorage Office

Monday - Friday, 8:00 am - 4:30 pm
3901 Old Seward Hwy, Ste. 101
Anchorage, Alaska 99503
Phone: (907) 269-0991
Note: Please mail requests to the Juneau Office.

Mail, Fax, and Online Orders

HAVRS Mailing Address:
P.O. Box 110675
Juneau, AK 99811-0675
Fax: (907) 465-3618
Online: VitalChek
<https://www.vitalchek.com/>

Alaska DIVORCE Certificate Request Form

- Please read the instructions on the first page. Incomplete or inaccurate requests that do not include a copy of a government issued ID will not be processed.
- Submit this form WITH PAYMENT in person (Cash, check, money order or credit card), by mail (check, money order, or credit card), or by fax (credit card only). Office locations and contact information are on the instruction page.
- Please make Checks/Money Orders payable to: ALASKA VITAL RECORDS OFFICE.
- There will be a \$30 nonsufficient funds fee for returned checks.

Information needed to locate the record:

FIRST MIDDLE LAST Name of Spouse A:

LAST/FAMILY Name of Spouse A: (Other names used, if any)

FIRST MIDDLE LAST Name of Spouse B:

LAST/FAMILY Name of Spouse B: (Other names used, if any)

Date of Divorce: _____

Date of Marriage: _____

City/Village of Divorce: _____

APPLICANT NAME: _____

Contact Phone Number _____

Contact E-mail Address _____

Mailing Name _____

Mailing Address:

Street/P.O. Box _____

City, State, Zip _____

Relationship to the Persons Named on the record

___ Spouse ___ Legal Rep (with documentation)

___ Other (Please specify) _____

Purpose of Request (Personal records, legal purposes, Government benefits, etc...) _____

Signature of Person Requesting the Record (Electronic/Typed

Signature NOT Accepted)

What would you like to order?

_____ Number of Certified Divorce Certificates

(\$30 for one copy plus \$25 for each additional copy of the same record ordered at the same time)

_____ Divorce Certificate Correction Processing Fee (\$30)

_____ Apostille Fee (\$12 for first copy, \$2 each additional copy)

Apostille Country: _____

_____ *Expedited/Rush Service (Fax orders) (\$11)

*Please note: If marriage is not registered, it cannot be rushed

Fee:

How would you like it shipped?

Please note: 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. Vital Record certificates are legal documents that should be in your control only. Lost certificates may end up in the hands of criminals who could use the certificate to steal your identity. HAVRS strongly recommends you choose a method of shipping that requires a signature upon receipt. Call 907-465-3391 for more information on International Shipping.

Choose one:

___ Regular Mail (No fee, NO tracking available!)

___ Priority Mail (\$9.00. Includes tracking. No signature required).

___ Priority Mail (\$12.00. Includes tracking and signature).

___ FedEx Alaska (No P.O. Boxes; \$25.00. Includes tracking and signature).

___ FedEx USA (No P.O. Boxes; \$30.00. Includes tracking and signature).

Do you want a signature? Yes No

Do you want a signature? Yes No

Total for all Items

Credit/Debit Card Information

(We accept: Visa, MasterCard, Discover, and American Express)

Name on Credit Card _____

Credit Card Number _____

Expiration date _____

Billing Zip Code _____

Cardholder Signature (REQUIRED; ELECTRONIC/TYPED SIGNATURE

NOT ACCEPTED)

Click to Clear Form _____