

HEIRLOOM MARRIAGE CERTIFICATE REQUEST FORM INSTRUCTIONS

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

The same rules for obtaining a marriage certificate apply to obtaining an heirloom certificate. However, friends or relatives may purchase an Heirloom Marriage gift certificate to be redeemed by the bride and/or groom. **Certificates may only be purchased for events which occurred in Alaska.**

- **GIFT CERTIFICATE** – If requesting a gift certificate, simply complete the purchaser information (part B), indicate on the form that it is a gift certificate, choose the style of certificate, complete the payment options, and send in the request.
- **ALL REQUESTS FOR AN HEIRLOOM CERTIFICATE MUST INCLUDE A COPY OF A GOVERNMENT-ISSUED PICTURE ID OF THE APPLICANT. Enlarge the copy and lighten it as much as possible to be sure that it is clear and readable when sent to the Bureau. A signature under the copied ID is also required. ONLY THE BRIDE OR GROOM ARE ELIGIBLE TO OBTAIN AN HEIRLOOM MARRIAGE CERTIFICATE. However, anyone may request a gift certificate.**
- **SUBMITTING REQUEST** - Print and complete the Heirloom Marriage 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. Be sure to enclose the correct fees and if purchasing an Heirloom certificate, sign your request as well as the copy of the government-issued picture ID. If faxing, call the Alaska Bureau of Vital Statistics to confirm receipt at 907.465.3391 Monday-Friday, 8 a.m. – 5 p.m. Alaska time.
- **PROCESSING TIME** – Allow 6 weeks for the processing of heirloom certificate requests. Heirloom certificates require original signatures which may take up to two weeks to obtain in addition to the 4 weeks of Bureau processing time. Please allow for additional mailing time. Please note that the \$11.00 credit card fee is **not** for expedited service. Expedited service is not available for Heirloom certificate requests.
- **FEES** - A collaborative effort between the Alaska Children's Trust and the Alaska Bureau of Vital Statistics, Heirloom Certificates contribute to the well-being of all Alaska children providing grants to Alaska communities for the prevention of child abuse and neglect.

Heirloom Marriage Certificate - \$55.00

For more information about the Alaska Children's Trust:
Alaska Children's Trust Project Manager
Alaska Dept. of Education and Early Development
801 W. 10th Street, Suite 200
Juneau, AK 99811
Phone: (907) 465-4870
Toll-Free Phone: 1-800-643-KIDS (5437)

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 Heirloom Marriage request form and sending it to the Bureau by fax or mail.

Please note that the \$11.00 credit card fee is **not** for expedited service.

- **CONTACT INFORMATION** - For additional information on obtaining an Alaskan heirloom certificate, please contact the Records Processing Unit in Juneau at (907) 465-3391.

HEIRLOOM MARRIAGE CERTIFICATE REQUEST FORM

- You may type directly on this form and print it or you may print the form first and then complete by hand.
- If you complete this form by hand, be sure that all information is printed and legible.
- Friends or relatives may purchase a gift certificate to be redeemed by the couple.
- If ordering a gift certificate, just complete the Purchaser information, and check the box indicating that a gift certificate is requested. The gift certificate will be sent to the purchaser.
- If faxing, call the Alaska Bureau of Vital Statistics to confirm receipt at 907.465.3391 Monday-Friday between the hours of 8 a.m. and 5 p.m. Alaska time.

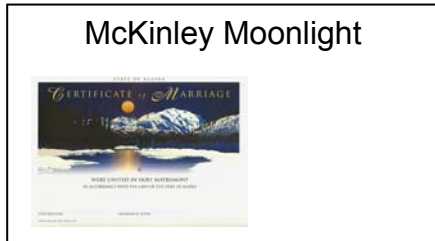
If you are the Bride or Groom and are requesting an Heirloom marriage certificate, please complete A and B.

If you are requesting a gift certificate, please skip part A and complete part B.

A	<p>Groom's Full Name: _____</p> <p>Bride's Full Maiden Name: _____</p> <p>Date of Marriage: _____</p> <p>Place of Marriage: _____, Alaska</p> <p>Signature of Bride or Groom (required): _____ <div style="text-align: right; margin-left: 300px;">Bride or Groom</div> </p> <p style="color: red; text-align: center;">WHEN REQUESTING AN HEIRLOOM MARRIAGE CERTIFICATE, THE BRIDE OR GROOM MUST INCLUDE A LEGIBLE COPY OF A GOVERNMENT-ISSUED PHOTO ID WITH THIS FORM</p>
B	<p>Purchaser's Name: _____</p> <p>Purchaser's Address: _____</p> <p>Purchaser's City, State, Zip: _____</p> <p>Purchaser's Daytime Phone: _____</p> <p>Purchaser's Relationship to Couple: _____ <div style="text-align: right; margin-left: 150px;">(i.e. friend or relative)</div> </p>

I wish to order as a gift certificate.

Indicate style of Certificate



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 99811-0675
Phone: (907) 465-3391
Fax: (907) 465-3618

_____ Heirloom Certificates @ \$55/each = \$ _____

Ship by: Regular (No extra charge)

 Priority Mail (Add \$4.95) \$ _____

 Express (Add \$17.50) \$ _____

 FedEx (No PO Box/Add \$18.50) \$ _____

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

To pay by credit card: (additional \$11.00)

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.