

DEERS & TRICARE INFORMATION

1. Fill out the “*Alaska Bureau of Vital Statistics Parent Worksheet.*” This form allows our ward clerk to process your baby’s Temporary Birth Certificate (TBC). Please allow 2-3 business days after discharge to process the paperwork.
2. You may pick up your baby’s TBC at the PNU’s nurse’s station, Monday- Friday, 0730-1500; Please call first @ 580-1401 to confirm it is ready. Bring a form of picture ID and double-check all the information on the TBC before you leave!
3. A) **Air Force** families: Take the TBC to the Customer Service Center at the People’s Center to enroll your baby into the Defense Enrollment Eligibility Reporting System (DEERS).

B) **Army** families: Take the TBC to building #600 to enroll into DEERS.
4. Go to Finance to ensure appropriate entitlements are started.
5. Next, report to the TRICARE Services Center (located on the second floor of the hospital, near the Moose Entrance) to enroll your baby into TRICARE.

The TCB is only valid for 30 days, so please start this process as soon as you can!

You have 60 days to complete the process! You may want to call the Tricare office (580-6400) before your time is up to make sure all your paperwork is completed!

Birth Certificate Information

- 1) It will take about 3-4 business days after discharge for your baby’s State of Alaska Birth Certificate to be ready to be picked up. Our ward clerk needs this time to process the request to the state of Alaska.
- 2) After this time, you have two options. You can either:
 - a. Pick up your baby’s birth certificate from the Bureau of Vital Statistics in downtown Anchorage (see below for address), or
 - b. Mail in the “*State of Alaska Birth Certificate Request Form*” with a CLEAR copy of a photo ID and form of payment.
 - i. Anchorage Bureau of Vital Statistics
3601 C St. #128, Anchorage, AK, 99503-5928
(907) 269-0990,
Office Hours: Monday- Friday, 0800-1700

Questions? Contact the PNU ward clerk, M-F, 0730-1500, @ 580-1401