

The following information is not legal advice.

Step 1: Informal Resolution (Form 808.11A)

What to do. Verbally communicate your issue to a relevant staff member. If this does not work, file a Request for Interview ("RFI") (Form 808.11A) as soon as possible. Keep a copy. RFIs should be returned to you within seven business days from the date correctional staff receive them.

Filing deadlines at this step. Try to complete Step 1 as soon as possible. This will allow you to complete Step 2 within 30 calendar days of the incident, which is required to later bring a lawsuit.

What's next? If you are unsatisfied with the response or receive no response, continue to Step 2 to file a formal grievance within 30 calendar days of the event at issue.

Step 2: File a Grievance (Form 808.03C)

What to do. Fill out a Prisoner Grievance Form (Form 808.03C) to appeal your RFI decision from Step 1. Attach a copy of the response to your RFI; if you did not receive a response to your RFI, attach a copy of your original RFI and explain on the grievance form that you never received a response. File these documents in the appropriate locked box.

Filing deadlines at this step. You must file your Form 808.03C within 30 calendar days of the event at issue. Do not miss this deadline.

What's next? Wait 15 business days. If you are unsatisfied with the response or if you do not receive a response within 15 business days, immediately continue to Step 3. Keep a copy of any response you receive.

Step 3: Appeal the Grievance Decision (Form 808.03D)

What to do. If you disagree with the grievance decision you received in Step 2 or otherwise did not receive a response within 15 business days, file an appeal (Form 808.03D) within 2 business days. On the form: (1) explain why you think the first grievance was not handled correctly; (2) state why you think you should have the services you requested; and (3) explain why you should not be denied. Also complete the "Prisoner Response" section on page two of Form 808.03C that was returned to you in Step 2.

Filing deadlines at this step. Both Form 808.03D and the "Prisoner Response" section of Form 808.03C must be placed in the appropriate locked box within two business days of when you received a response to your grievance, or within two business days after the facility missed the 15-day deadline from Step 2. Do not miss this deadline!

What's next? Wait for a decision from the Medical Advisory Committee. This is supposed to be rendered within 15 business days. If more than 15 days have passed, consider your appeal denied.

Your grievance is returned “screened”

If your grievance is returned “screened,” this means that DOC has identified something they believe is wrong with your grievance file.

You have two options:

1. You can correct what they claim is wrong and resubmit within two business days of receiving the screening form (Form 808.03A); or
2. You can appeal the screening as incorrect. To do so you must submit in writing another Request for Interview Form (Form 808.11A, discussed in Step 1) and return it to the Facility Standards Officer within two business days. In this form, explain why the screening is incorrect, attach a copy of the grievance you submitted and the screening form you received.



Once you receive a decision from the Medical Advisory Committee or 15 business days have passed without a decision, you may file a lawsuit.

IMPORTANT: You should attempt to complete all steps before you file a lawsuit for most issues. Failing to complete any of these steps may result in your lawsuit being dismissed for failure to exhaust your administrative remedies.

Important Points

- 1. Keep personal copies of everything.** Even if it means writing them out by hand. Keeping a paper trail always helps.
- 2. If you have not received a DOC response by the required date, file the next level grievance.** Do not wait any longer. Many incarcerated people wait and end up filing too late and losing their rights to sue. Don't be one of them.
- 3. If you have missed a deadline for some reason, file it late anyway and state the reason you are late** (examples: my writing hand was broken; I was in the hole and correctional officers would not take my grievance paperwork).
- 4. Do not be late filing required documents because you cannot obtain forms.** If you can't get a form by the filing deadline, file on a plain piece of paper and include all the same information required on the forms.
- 5. Use one grievance form for each complaint you have.** Do not write about multiple unrelated issues on one form.

Sample Language

Review the sample language below to get an idea of how to write your own grievance. A good grievance is one that specifies why you are making the request and states exactly what you want. We have provided a good example and a bad example of two common situations.

Medical care situation:

- Bad example: *"I want an x-ray done on my knee."*
- Good example: *"I have had a sharp pain in my knee for the last three weeks. I would like to get an x-ray done as soon as possible to get a diagnosis. If an x-ray is not appropriate, I would like to know why not and I would like appropriate treatment."*

grievance procedure

for action against Prison Staff or Facility Manager

AKDOC Policy 808.03

Against Prison Staff Members

Step 1: Within 30 days of the incident or learning of the incident, **you must file a written** Prisoner Grievance Form (Form 808.03C) & include up to two pages of narrative.

Step 2: If a staff violation of Policy 202.01 is alleged, **the Facility Standards Officer should record and forward the grievance to the Facility Manager.** Within 15 days, the Facility Manager should: 1) Investigate and provide a written decision to you through the Facility Standards Officer OR 2) Promptly return the grievance for informal resolution.

If you get no response within 15 working days, it is considered denied.

If you get a timely response (after 15 days), it is accepted. If you get a late response, it is accepted.

Against Facility Manager (Superintendent/ Warden)

Step 1: Try to resolve the issue informally with the Facility Manager. Then submit a completed Prisoner Grievance Form (Form 808.03C) & include up to two pages of narrative. Submit through the Facility Standards Officer.

Step 2: The Facility Standards Officer should forward the grievance to the Director of Institutions for investigation or assign it to an impartial investigator. If assigned to an investigator, the recommendation (Form 808.03C, Pt. II) is due to the Director of Institutions within 10 days.

Step 3: Within five days of the Director receiving the Investigator's findings, the Director will issue a written decision, sent to you through the Facility Standards Officer. **You may appeal this decision.**

Step 4: Within 20 days of receiving your appeal, the Standards Administrator will issue a determination to you directly. It is final and unappealable.

HOW TO APPEAL

You may appeal within two working days of receiving the decision. File (Form 808.03D) with the Facility Standards Officer. Only address the initial grievance. Place the completed Prisoner Grievance Appeal in the appropriate locked box.

HOW TO APPEAL

Within 20 days of receiving the Director's decision in Step 3 above, write a letter of no more than two pages long. Send the letter in a sealed envelope to the Standards Administrator.

IMPORTANT: You should attempt to complete all steps before you file a lawsuit for most issues. Failing to complete any of these steps may result in your lawsuit being dismissed for failure to exhaust your administrative remedies.

Sample Language

Review the sample language below to get an idea of how to write your own grievance. A good grievance is one that specifies why you are making the request and states exactly what you want. We have provided a good example and a bad example of two common situations.

Religious harassment situation

- Bad example: *"I want the COs to stop harassing me for my religion."*
- Good example: *"On March 18, 2018, CO Smith and CO Jones called me derogatory names and took my Qur'an away from me. This is impeding my ability to practice my religion. I want to receive my Qur'an back and be protected from harassment from these officers."*

grievance procedure

for action against incarcerated persons

AKDOC Policy 808.03, 808.11

Emergency grievance

What is an emergency? An emergency involves issues that threaten life or facility security or may cause harm to an individual.

If your issue is an emergency: You should file a written Prisoner Grievance Form (Form 808.03C) or verbally notify the Facility Standards Officer, the Facility Manager, or their designee (e.g., the Shift Supervisor during nights, weekends, and holidays).

If the issue is deemed an emergency, the facility shall investigate and resolve the emergency grievance the same day or before the end of the shift. The facility should provide a written decision to the prisoner as soon as possible.

If the issue is deemed not an emergency, the Facility Manager will inform the Facility Standards Officer in writing of the decision. The Facility Standards Officer will then process your grievance as a Standard Grievance. You cannot appeal the Department's determination about whether the issue grieved is an emergency.

Standard grievance

Step 1: First, try to informally resolve the issue as soon as possible after the action/incident. If verbal attempts fail, complete a Request for Interview Form (RFI) (Form 808.11A) and place it in the appropriate locked box.

Step Two: Wait 7 working days to receive a response. If you do not receive a response within this time or are unhappy with the response, file a written Prisoner Grievance Form (Form 808.03C). This must be completed within 30 days after the original incident, so do not delay. Fully complete page 1 on the form, and you may complete up to two more pages of narrative

If you received a response to the RFI (808.11A), attach this response to Form 808.03C. If you did not receive a response to your RFI, write on Form 808.03C that you tried to resolve informally via the RFI and did not receive a response. Place the grievance packet in the appropriate locked box.

You should receive a response to your grievance within 15 working days.

HOW TO APPEAL

If your grievance is denied or you do not receive a response, you can appeal. Within two days of receiving a decision, or if 15 working days have passed since you submitted your grievance and you have not received a response, complete and file a Prisoner Grievance Appeal Statement (Form 808.03D) with the Facility Standards Officer. Place in the appropriate locked box.

If your grievance appeal (Form 808.03D) is denied or you do not receive a response, you can seek final review. If your appeal is denied or you do not receive a response within 15 working days, you can seek final review by writing a letter (not to exceed two pages) and sending it in a sealed envelope to the Standards Administrator. You should do this within 20 working days after receiving the decision about your grievance appeal, or the period for responding to your appeal is passed and you did not receive a response.

IMPORTANT: You should attempt to complete all steps before you file a lawsuit for most issues. Failing to complete any of these steps may result in your lawsuit being dismissed for failure to exhaust your administrative remedies.

Your religion freedom rights

- **Federal law provides special protections for prisoners' religious exercise.** If a prison policy, rule, or practice significantly limits your ability to practice your sincerely held religious beliefs, prison officials must show that applying the rule to you furthers an extremely important (in legal terms, "compelling") governmental interest (e.g., prisoners' safety or health) and that there is no other reasonable way to go about protecting that interest. If prison officials cannot show this, they must provide a religious accommodation to allow you to practice your faith.
- **Depending on your particular circumstances, prison officials may be required to provide you with a religious diet (e.g., halal or kosher meals), worship services, and access to clergy.** They also may be required to allow you to have religious texts, wear certain religious clothing, headwear, and jewelry, and maintain religious grooming practices (e.g., wearing a beard or long hair).
- **Prison officials cannot impose religious beliefs or practices on you.** They cannot punish you for declining to take part in religious activities or events that include religious elements. Prison officials cannot give special preference to members of one faith, or treat prisoners of some religions less favorably than those of others.

HOW TO PRACTICE YOUR RELIGION WHILE INCARCERATED

- **Identify your faith group affiliation within the first 30 days of being booked** by submitting a written request to your institutional probation officer (IPO). This religious designation will stay in effect for 6 months, at which point you can change your religious affiliation by submitting a new written request to your IPO.

If you select to practice a faith already recognized by DOC, you should be allowed to practice it with guidelines provided by the Chaplaincy Coordinator.

What to do if DOC doesn't recognize your faith

- **If your spiritual belief is not recognized by DOC, fill out the Religious Accommodation Request Form (816.01A),** and submit it to the Institutional Chaplain or the Superintendent.
 - **Next, the Institutional Chaplain or Superintendent will discuss it with the institutional staff** to discuss if honoring the request would cause any security, administrative, or resource issues.
 - **The Institutional Chaplain or Superintendent will respond to you in writing** to notify you if the request was granted or denied.
- **If the request is denied by the Institutional Chaplain, the request will go to DOC's Chaplaincy Coordinator for final review.** They will evaluate the request in accordance with the Religious Land Use and Institutionalized Persons Act.

cont. on next page

- **If DOC denies the request because of government interest, they should make reasonable efforts**, in collaboration with you, to determine whether there is a reasonable way to promote the governmental interest and whether some other form of accommodation can be granted.
- **The Chaplaincy Coordinator may ask you to provide a written request for an alternative accommodation** that addresses the reasons for the initial denial.

Group religious activities

AKDOC Policy 816.01

- **DOC will post a weekly schedule of all faith activities.** This list should be available to all incarcerated people.
- **DOC should only limit group activities based on religion when there is a security threat.**
- **Faith group activities will be monitored by DOC staff** or an approved faith group volunteer.
- **Institution superintendents are responsible for ensuring adequate space is provided** for regularly scheduled activities.
- **It's the responsibility of incarcerated people to make arrangements for a faith group volunteer** to lead that group's activities.
- **If no faith group volunteer is available, an incarcerated person may lead the group activities**, as long as it's supervised by DOC staff.
- **If an incarcerated person has faith-based credentials or titles**, DOC deems those "inactive" while you're incarcerated.
- **You can participate in faith group activities even if it's not your designated faith** unless the program requires work ahead of the event and you are unable to complete it.
- **You may be denied access to a faith group activity** if DOC decides your presence presents a threat to safety.
- **Group faith property** will be stored in the facility and by DOC staff.
- **Each religious group may pick a scented oil of their choice, based on textual or traditional guidelines for their practice.** Faith groups can donate oils if they are recognized by the department, or they can be purchased from a vendor.
- **All oils must be checked in and out.** It can only be opened while inside the designated outdoor area of the congregation.
- **All participants must wash the oil off after the ceremony or risk a disciplinary write-up.**



Religion is one of the most important forces in the world. Whether you are a Christian, a Muslim, a Buddhist, a Jew, or a Hindu, religion is a great force, and it can help one have command of one's own morality, one's own behavior, and one's own attitude."

- Nelson Mandela

Religious property AKDOC Policy 811.05

- **You are allowed to possess faith property items** if they are consistent with the guidelines provided by the Chaplaincy Coordinator.
- **DOC will determine if the property will be stored in your cell** or in a secure storage area.
- **If the property is stored in a storage area, DOC will determine when the property can be accessed** and how it could be used.
- **To request access to religious attire, you'll need to fill out the Religious Accommodation Request Form (816.01a).**
- **Literature that instructs an individual in the teachings and practices of that faith should be allowed** if it does not contain material that has a demonstrated and documented threat to safety or the orderly running of a facility.
- **Literature may be available in some libraries**, but incarcerated people can receive it through an order from an approved vendor or through an approved donation. Hardcover books are not allowed, unless the superintendent permits it.
- **You should be able to possess and wear head coverings and other religious attire** consistent with the guidelines provided by the Chaplaincy Coordinator.
- **Approved head coverings are allowed** through the institutions, but DOC may search them.
- **You can purchase head coverings and other religious attire** through approved vendors.
- **If the attire you need is not included in the list of guidelines provided by the Chaplaincy Coordinator, you will have to request it.**
- **You can possess and wear one faith medallion, pendant, or medicine bag**, but it must be worn under your clothes, and it must be worn on an approved chain or strap.
- **DOC can search your religious property.**

Religious diet

AKDOC Policy 805.03

- **To request a religious diet, submit the Religious Accommodation Form (816.01a)** to the institution's religious coordinator.
 - The facility superintendent must approve or deny the request within seven days.
 - If the request is denied, you should be provided a reason why in writing.
 - If they approve the request, they should let the Food Service Supervisor know.
- **Your diet will include regular menu items consistent with your religious beliefs** unless otherwise approved by the Superintendent.
- **DOC cannot take away your religious diet or your ability to observe religious holidays as punishment.**
- **Ramadan meals must provide incarcerated people, on average, 3,000 calories a day, and at least two hot meals (without pork). Meals must be provided between sunset and dawn to account for fasting.**

HOLY DAYS

If you are requesting altar wine for holy days, it must be approved by the Superintendent, who will consult with the Institutional Chaplain or the Chaplaincy Coordinator. The use of a non-alcoholic substitute (juice) for altar wine may be considered.

What to do if your rights aren't being honored

Remember: Refusing your right to practice religion violates your First Amendment constitutional rights.

Fully exhaust the grievance process.

Once you've fully exhausted the grievance process, provide the ACLU of Alaska, by mail, with a summary of what's happened and copies of grievances.

File additional reports.

- File a report with the Department of Justice Civil Rights Division. You can call (202) 514-3847 or 1-855-856-1247 (toll-free), or request a complaint form to mail to DOJ by contacting the ACLU of Alaska Prison Project.
- File a report with the Alaska Commission for Human Rights by calling the confidential line at 907-274-4692 or 800-478-4692.

know your rights

transgender and gender dysphoria care

AKDOC Policy 807.23

How to receive a gender dysphoria diagnosis

People who identify as transgender and/or are seeking treatment or accommodations for gender dysphoria will have to self-identify to the Department of Correction. This can happen during the medical screening process at booking or at any point during incarceration.

Next, the lead Mental Health Professional will meet with the individual and conduct an assessment, which will include requesting a release of information (ROI) (Form 807.06A), so DOC can obtain relevant mental and medical records from community providers, if they exist. You are not required to have received treatment in the community before incarceration for DOC to provide gender-affirming care.

A health care provider will evaluate you for medical conditions that could affect treatment for gender dysphoria, such as congenital medical problems, disorders of sex development, cardiovascular disease risk, smoking history, hypercoagulable states, active liver disease, or disease secondary to substance misuse.

A mental health clinician (MHC) will review the case with a treatment team. If the treatment team provides a provisional diagnosis of gender dysphoria, the MHC will make a referral to the institution's psychiatrist or designee for confirmation of the diagnosis.

If the incarcerated person is convicted or accused of a sex crime, the department will refer them to a sex offender treatment provider for an additional assessment.

If the MHC determines the individual does not have gender dysphoria, the MHC should inform the psychiatrist and the Chief Mental Health Officer. They will determine if an additional review or evaluation should be conducted.

The final determination of gender dysphoria is up to the institution psychiatrist or designee.

Who develops treatment plans?

DOC develops individual treatment plans through a Gender Dysphoria Management Committee (GDMC), made up of the Chief Mental Health Officer, the Chief Medical Officer, the treating psychiatrist or psychiatric provider, the regional medical officer, a mental health clinician, and a healthcare provider.

The GDMC should be meeting four times per year to review cases of gender dysphoria.

- The GDMC should meet between regular meetings to discuss cases of gender dysphoria when a person who was being treated in the community is remanded to custody.

Transgender people receiving hormone treatment at their time of remand will be referred to a DOC provider.

The GDMC will develop individual treatment plans for individuals diagnosed with gender dysphoria.

What will treatment look like?

- **Members of the GDMC should meet with you** to discuss your treatment plan before it ever starts.
- **Mental health treatment for gender dysphoria should begin** as soon as the diagnosis of gender dysphoria is confirmed.
- **The GDMC's individual treatment plans might look different for each person** but will consider prior treatment, suicide risk, medical risk factors, and treatment goals. A treatment plan might also include referrals to specialists, but that is not guaranteed.
- **Treatment plans may include mental health services** focused on helping you to adjust to living conditions and to improve mental health, hormone treatment, and surgery for therapeutic purposes.
- **If you were receiving hormone treatment in the community** when you were booked, you will be referred to a DOC health care provider.
- **If the medical provider determines that the risks associated with stopping treatment are greater than the risks of continuing treatment**, and the incarcerated person understands the risks associated with the treatment and consents, hormone therapy will continue for up to 30 days or until the GDMC develops a treatment plan for the individual.
- **The medical provider should advise you** that the GDMC could stop or alter your hormone treatments after its review of your case.

Other things you should know

- **Incarcerated people with diagnosed gender dysphoria should receive other essential medical treatment** based on biological sex, age, and other medical conditions.
 - **DOC defines biological sex as categories of male or female** characterized by sex chromosomes, genital formation, reproductive capacity, or secondary sex characteristics, for example, breasts or Adam's apple.
- **Incarcerated people with a gender dysphoria diagnosis should be allowed to shower separately** from other incarcerated people.
- **DOC staff are not permitted to search or examine transgender prisoners** for the sole purpose of seeing the prisoner's genitals, but examinations may be performed for other medical reasons, like cancer screenings.
- **Personal hygiene products** are available in relation to an individual's biological sex.
- **Cosmetic products** will not be provided by DOC.
- **If you decline to be evaluated by a mental health clinician, DOC will not prescribe cross-hormone treatment** or other treatment for gender dysphoria.
- **DOC cannot ban literature, like books, magazines, or newspapers**, solely because the content is related to the LGBTQ+ experience, but DOC can ban sexually explicit material.

IMPORTANT: Failing to provide necessary medical care and treating someone differently than others because they are LGBTQIA2S+ could constitute a constitutional violation. To defend those rights in court, you will need to exhaust the grievance processes.

HOUSING

- DOC houses male and female prisoners separately.
- Currently, DOC houses people based on sex assigned at birth.

Voting while incarcerated

Incarcerated people can vote unless they have been convicted of a felony.

If you have a felony conviction, you may not vote in state, federal, or municipal elections from the date of the conviction until the date of the unconditional discharge. Unconditional discharge means you are no longer under the supervision of the Department of Corrections, which includes probation, parole, or any court supervision.

Requesting an absentee by mail ballot while incarcerated

How to request an absentee ballot. If you are incarcerated while awaiting trial or have been convicted of a misdemeanor, you can request an application to receive an absentee-by-mail ballot from the Division of Elections through the correctional facility where you are detained.

If the facility fails to provide it, someone can print the application (www.elections.alaska.gov/voter-information/absentee-and-early-voting) and mail it to you to complete and return by mail to the Division of Elections.

Addresses to include

- You should use your last place of residency before incarceration as your “Alaska residence address” on the application form, **not the correctional facility** where you currently reside.
 - If you were unhoused before incarceration, you can list any address where you resided and intend to return. A hotel, shelter bed, facility, or even a park bench would be sufficient for the listed address.
- You should also put your last place of residency before incarceration as the “permanent address where they receive mail.” **However, the “ballot mailing address” should be the address of the jail or prison where you currently reside.**

Having issues with voting while incarcerated or navigating the elections process after incarceration?

Write the ACLU of Alaska explaining your issue. Please remember to give us enough lead time before the deadlines for registering and mailing ballots.

Voting while incarcerated

Check your voter registration. If you have not voted in more than eight years, you likely need to register to vote again as you may have been purged from the voting rolls. Check your voter registration status online here (myvoterportal.alaska.gov).

How to register to vote after incarceration

If you were incarcerated for a non-felony conviction, or you were incarcerated for a felony conviction but have now been released from probation and parole, there are two options to register to vote.

- **Register to vote in-person at Division of Elections Offices,** DMV Offices, Vocational Rehabilitation Offices, Participating Tribal Government Offices, Legislative Information Offices, United States Armed Forces Assistance Offices, Public Assistance Agencies, City or Borough Clerk's Offices, Participating Public Libraries, Voter Registrars. When you register to vote, you must bring a form of identification and your dismissal or discharge papers to prove you are no longer on probation or parole (and if you received a letter from DOC entitled "Notification of Restoration of Voting Rights," bring that too).
- **Register to vote via mail or online.**
 - **By mail.** Print a paper form to complete and sign. Send the completed form by mail, fax, or email attachment to a Regional Elections Office. When registering to vote, send a copy of either your current driver's license, state ID, passport, or birth certificate with your paper form. Ensure documents are attached directly to email, including dismissal/discharge papers (and if you received a letter from DOC entitled "Notification of Restoration of Voting Rights," include a copy of that too).
 - **Register online.** Register through the Division of Elections' online site (voterregistration.alaska.gov). Be prepared to upload documents including dismissal/discharge papers.

Once the voter registration application has been processed, the Division of Elections will send the voter an identification card. The card takes approximately 4-6 weeks to arrive. The voter should then proceed to vote as normal.

Sample absentee ballot

Alaska Absentee Ballot Application – For Federal and State Elections

Check the status of your absentee ballot application at myvoterinformation.alaska.gov

Elections	1	<input checked="" type="checkbox"/> All in Calendar Year <input type="checkbox"/> REAA (October)	<input type="checkbox"/> Primary (August) <input type="checkbox"/> Special	<input type="checkbox"/> General (November)
Eligibility If you answer 'No' to either question, you cannot register.	2	Are you a citizen of the United States? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Are you at least 18 years of age or within 90 days of your 18 th birthday? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Print your name	3	Moose Last	John First	River Middle Suffix
Other information	4	Former name (if changed): Voter number (if known):		
Alaska residence address - Provide an Alaska residence address. Do not use PO, PSC, HC and Box or out-of-state address.	5	123 House #	Main Street Street Name	1 Fairbanks Apt # City State
		<input type="checkbox"/> *Keep my residence address confidential. Mailing address in 6 MUST be different than residence in 5.		
The address where you receive mail (Permanent)	6	123 Main Street Unit 1 Fairbanks, Alaska 99703		
Identifiers You MUST provide ONE .	7	1234 *SSN or Last 4	<input type="checkbox"/> I do not have an SSN or AK driver's license or State ID *Alaska driver's license or State ID No.	
Birthdate and Gender You MUST provide Birthdate	8	*Birthdate 01/15/1975	Gender <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	
Political party affiliation	9	Write political affiliation (For options, see instructions): Undeclared		
Military and Overseas Voters Check your status and how you want your ballot sent.	10	<input type="checkbox"/> Active member of the Uniformed Services, Merchant Marine, or commissioned corps or an eligible spouse or dependent. <input type="checkbox"/> OR, I am residing temporarily or permanently overseas and I intend to return to Alaska. <input checked="" type="checkbox"/> Mail – Complete box 12 <input type="checkbox"/> Online – Provide email in box 13 <input type="checkbox"/> Fax – Provide fax in box 13		
In remote Alaska or overseas?	11	<input type="checkbox"/> Yes, I will be in remote Alaska or overseas where mail service is limited. If yes, a 45-day advance ballot will be mailed to you.		
Ballot mailing address. Ballots WILL NOT be forwarded. Provide an address where you will receive mail.	12	Fairbanks Correctional Center, John Moose # 12345 1931 Egan Avenue Fairbanks, Alaska 99701		
Contact information Include all state and international prefixes.	13	Day Phone: 907-458-6700		Evening Phone: Email: Fax No.:
Certificate Read and Sign Your signature must be handwritten. A typed or digital signature is not valid.	14	I swear or affirm, under penalty of perjury, that: The information on this form is true, accurate, and complete to the best of my knowledge and I am eligible to vote in the requested jurisdiction, I am not requesting a ballot from any other state, and I am not voting in any other manner in this (these) election(s). I further certify that I am an Alaska resident and that I have not been convicted of a felony involving moral turpitude, or having been so convicted, have been unconditionally discharged from incarceration, probation and/or parole. I am not registered to vote in another state, or I have taken the necessary steps to cancel that registration. WARNING: If you provide false information on this application you can be convicted of a felony and/or misdemeanor. (AS 15.56.040; AS 15.56.050) *Signature: John Moose Date: 09/15/2024		
For Office Use		Registrar or Official Name:		Voter No. or last 4 of SSN:

*Items are kept confidential by the Division of Elections and are not available for public inspection except that confidential addresses may be released to government agencies or during election processes as set out in state law.

*You should use your last place of residency prior to incarceration as your voting address. If you were unhoused before being incarcerated, you can list an address that is a "place in which the person's habitation is fixed and whenever that person is absent from that place, has the intention to return." A hotel, shelter bed or facility, or even a park bench would be sufficient as the listed address.