

# SEX OFFENDER REGISTRATION PROOF OF UNCONDITIONAL DISCHARGE

Sex Offender Registration Office  
5700 East Tudor Road, Anchorage, Alaska 99507  
Telephone: (907) 269-0396 Fax: (907) 269-0394

The sex offender/child kidnapper registration law applies to persons who are convicted of a sex offense defined in AS 12.63.100. For offenses that occurred **before January 1, 1999**, a person convicted of a single sex offense is required to register annually for a period of 15 years after the date of unconditional discharge; for offenses that occurred **after January 1, 1999**, a person convicted of a single "non-aggravated" offense is required to register for a period of 15 years after the date of unconditional discharge. Sex offenders or child kidnappers with multiple or "aggravated" offenses are required to register for life and are not eligible to use this form.

Person Information	Court Case Information
SOR Registrant: _____	Court Case #: _____
Mailing Address: _____	Conviction Charge: _____
City and State _____	Statute/Ordinance: _____
Telephone # _____	Conviction Date: _____
Signature _____	Date: _____

If proof of unconditional discharge is provided from a court order or other court document, a copy must be attached.

**It is the offender's responsibility to submit a completed Proof of Unconditional Discharge form, including signatures from a representative of the Department of Corrections or the Court System certifying the unconditional discharge information.** To obtain unconditional discharge information for convictions in Alaska, contact the Department of Corrections or court of conviction (see page 2). For convictions outside of Alaska, contact the Department of Corrections or court in the jurisdiction in which you were convicted. After the required certification and signatures are secured, the completed form should be submitted to registry office at the above address.

*To be completed by the Department of Corrections or Court System:*

**Unconditional Discharge Certification**

Agency records indicate that the above named offender was unconditionally discharged, or was discharged from probation for the above listed sex offense, on:

**Unconditional Discharge or Discharge from Probation Date:** \_\_\_\_\_

I certify that the above dates are true and correct, according to our records.

\_\_\_\_\_

Signature of Department of Corrections or Court representative	Agency
Printed name of representative	Mailing Address
Printed title of representative	Contact number

## Duration of Sex Offender/Child Kidnapper Duty to Register

Alaska Statutes 12.63.010 - 100, and the Alaska Administrative Code 13 AAC 09.0010-900, require the registration of sex offenders and child kidnappers who are physically present in the state. The duty of a sex offender or child kidnapper to comply with the requirements in AS 12.63.010 for each sex offense or child kidnapping continues:

- (1) for the lifetime of a sex offender or child kidnapper convicted of:
- (A) one aggravated offense committed after January 1, 1999; or
  - (B) two or more sex offenses, two or more child kidnappings, or one sex offense and one child kidnapping;

**(2) for 15 years following the offender's unconditional discharge from a conviction for:**

- a single "non aggravated" sex offense committed after January 1, 1999
- a single sex offense committed before January 1, 1999
- a single child kidnapping

**if the offender has provided proof that is acceptable to the department of unconditional discharge.**

Registration is tolled (extended) for each year that an offender fails to comply with sex offender requirements, (ii) is incarcerated for any offense. Or (iii) is absent from this state and did not register in another state.

Registration is also extended until the offender submits proof acceptable to the department of the date of the offender's unconditional discharge from the probation or parole for the offense requiring registration.

**It is the responsibility of the sex offender or child kidnapper to supply proof acceptable to the department of unconditional discharge and the date it occurred.**

## Proof of Unconditional Discharge

**DO NOT COMPLETE THIS FORM IF THE OFFENDER WAS CONVICTED OF TWO OR MORE OFFENSES. If the offender was convicted of two or more offenses lifetime registration is required.**

**Unconditional Discharge means that the requirements of the sentence, including probation and parole, have been met.**

The department will, after verification for accuracy and completeness, consider an offender to have submitted satisfactory proof of unconditional discharge upon receipt of:

- (1) a department form that includes the name, mailing address, and phone number of a court or correctional officer who may be contacted by the department to confirm the offender's assertion of the unconditional discharge date; or
- (2) a copy of a court judgment, court order, certificate of unconditional discharge, letter, or other document signed by an employee of a court or correctional agency showing, for the offense for which the offender is required to register,
- (A) the unconditional discharge date
  - (B) the full statute or ordinance citation and descriptive title;
  - (C) the court case number, and
  - (D) if assigned by the court, the charge or court number.

When submitting the department's Proof of Unconditional Discharge form, it is the sex offender's responsibility to submit a completed form, including, required signatures from the Department of Corrections or the Court System.

Depending on the specific circumstances of your case, the Department of Corrections or the Court System will be able to determine if your conviction has been set aside or if you have been unconditionally discharged.

### Instructions to Complete the Proof Of Unconditional Discharge form:

Complete the top portion of the form and send to the Department of Corrections or court of conviction to obtain your "Date of Unconditional Discharge".

#### For convictions in Alaska:

**If you received a term of imprisonment, contact the Department of Corrections, Central Records, 802 3rd Street, Douglas, Alaska 99824, for unconditional discharge information.** You may contact them by telephone (907) 465-3482, or fax at (907) 465-2006.

**If you were not sentenced to a term of imprisonment, or if your conviction was set aside, contact the court in which you were convicted for unconditional discharge information.**

#### For convictions in a jurisdiction outside of Alaska:

Contact your Probation Officer, Department of Corrections, or court agency in the jurisdiction in which you were convicted.

When submitting a copy of a court order, letter, or other document as proof of unconditional discharge, the sex offender must complete the top part of the Proof of Unconditional Discharge form and attach documentation.