



# STATE OF ALASKA

## DEPARTMENT OF NATURAL RESOURCES

### Division of Mining, Land and Water

Name: \_\_\_\_\_

Alaska Division of Lands (ADL) # \_\_\_\_\_

### Auction Winner Checklist

**Each auction winner MUST COMPLETE the Declaration of Intent, choose *either* Contract or Patent, and provide proof of residency for all bidders to have a complete purchase packet. Please note that all fees are nonrefundable.**

- ☐ **Completed Declaration of Intent (DOI) form (copy enclosed)** – Please note that **the names on the auction bid must match the DOI**. You have already submitted a down payment with your bid, and only need to pay the application fee at this time. If you wish to add a name to the DOI that is not on the bid, please see the “Contract Assignment Application” line of this checklist for more information and associated fees.
- ☐ **Contract Application Fee, total \$405 (\$360 plus a \$45 Recording Fee)** – Please provide credit card info on the DOI form or include a check payable to “Department of Natural Resources”.

**OR**

- ☐ **Patent Application Fee, total \$265 (\$240 plus a \$25 Recording Fee)** – Please provide credit card info on the DOI form or include a check payable to “Department of Natural Resources”.
- ☐ **Proof of Alaskan Residency (for each auction bidder)** – all residency items **must include dates** showing that you have been an Alaskan resident for at least one year *before* the auction. For a detailed description of qualifying documents refer to the “Residency Qualifications” brochure pages included in the purchase packet. You will need to provide two forms of proof to qualify:
  - ☐ **Copy of valid Alaska Driver’s License(s) or State-ID card(s)** for each bidder.

**AND**

- ☐ **ONE or more of the items described in the brochure pages.** The most common item is confirmation of the Alaska Permanent Fund Dividend eligibility found on <http://pfd.alaska.gov>.

**Note:** Applicants are required to submit as many items of proof of residency as needed to document the minimum, one full year of Alaska residency. If you cannot supply any of the above items, the Director may accept other forms of proof. If you are relying on an item not specifically listed in the brochure or have questions about residency, please call the Land Sales Front Desk at (907) 269-8594.

**Optional Applications that can be added to the auction winner’s purchase packet (copies enclosed).**

- ☐ **Veteran’s Discount Application and Affidavit (no fee associated with this application)** – If you are applying for the discount, please include a copy of your *DD Form 214* showing dates of service and character of discharge. The original, signed affidavit with the notary’s acknowledgement must be submitted by mail or in person.
- ☐ **Contract Assignment Application, total \$265 (\$240 plus a \$25 recording fee)** – This application is only needed if you wish to add a name to your contract that was not on the auction bid. All fees in addition to the contract or patent fee. Include a copy of the driver’s license of the person being added by assignment to verify person is 18 or older.

**To complete your bid, fill out this checklist & return along with the supporting documents and fees, to:**

Email: [landsales@alaska.gov](mailto:landsales@alaska.gov) – scanned copies are fine (except Veteran Affidavit)

Fax: 907-269-8916

Mail: Alaska DNR Land Sales, Auction # \_\_\_\_\_  
550 West 7<sup>th</sup> Avenue, Suite 640  
Anchorage, AK 99501