

Auction Winner Checklist – Name: _____ - ADL _____

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

Terry Hess - Email: landsales@alaska.gov – scanned copies are fine Fax: 907-269-8916

Mail: Alaska DNR Land Sales, Auction #484, 550 W 7th Ave Suite 640, Anchorage, AK 99501

___ **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.

___ **Contract Application Fee, total \$405 (\$360 plus the \$45 Recording Fee)** – Please provide credit card info on the declaration of intent form or include a check payable to “Department of Natural Resources”.

OR

___ **Patent Application Fee, total \$265 (\$240 plus the \$25 Recording Fee)** – Please provide credit card info on the declaration of intent form or include a check payable to “Department of Natural Resources”.

___ **Veteran’s Discount Application and Affidavit** – only if you are applying for this discount. Please include a copy of your DD-214 showing dates and character of service. The original, signed affidavit with the notary’s acknowledgement must be submitted by mail or in person.

Proof of Alaska residency for each auction bidder as detailed below - all residency items **must include dates** showing that you have been an Alaska resident for at least one year before the auction.

___ **Copy of Alaska Driver’s License(s) or State-ID card(s)** for each bidder

Note: DO NOT fax copies of your license or ID; they will be illegible. Please send copies by mail or email only.

___ **AND ONE or more item(s) from the following list** for each bidder- indicate which you have included:

___ Alaska Permanent Fund Dividend confirmation of eligibility for 2018, follow these directions:

1. Go to <http://pfd.alaska.gov/> and click on the blue “myPFDInfo” button.
2. Click on the blue “Yes, proceed.” button.
3. On the “myPFDInfo Application Search” page, choose 2018 as the Dividend Year, and fill in the remaining Applicant Details fields with your personal information.
4. Click the “Submit Search” button.
5. After the screen loads, print, photograph, or take a screenshot of the “PFD Information for [Your Name]” page that shows your name and 2018 Application status.
6. Send the printout or the file of the “PFD Information for [Your Name]” page to the above contact information.

___ Employment, Unemployment, or Military records

___ Current, valid occupational licenses issued by the State of Alaska

___ Income tax records showing employment in Alaska

___ School records

___ Court or other government agency records

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 above or have questions about residency, please call the Land Sales Front Desk at (907) 269-8594.