



Business Licensing Section
PO Box 110806, Juneau, AK 99811-0806
Phone: (907) 465-2550
Website: www.BusinessLicense.Alaska.Gov

Alaska Business License And Endorsements NEW Application Instructions

This application is only to purchase a **NEW Business License (with or without a new Endorsement)**.

If you want to purchase a new endorsement for an existing business license, then you must apply using the New Endorsement on an Existing Alaska Business License form (#08-4730), along with the appropriate fees.

FOR IMMEDIATE PROCESSING: File online at www.BusinessLicense.Alaska.Gov and print your new business license immediately.

Paper applications are processed in date order received. Submit this application, along with payment, via U.S. Mail. For security reasons, **DO NOT EMAIL** forms and/or payments.

PROCESSING TIME: Standard processing time from March-September is 15 business days. During heavy business licensing filing seasons, October-February, the processing time will be delayed. Filings are reviewed in date order received. We do not offer expediting services.

IMPORTANT: The status of your professional license and/or entity may directly affect your business license. Per AS 43.70.020(d) you must comply with any regulatory provisions (i.e., professional licensing and/or registering your entity) to be entitled to a business license. To check the status of your professional license and/or entity go to www.BusinessLicense.Alaska.Gov under CPBL Quick Links click License Search.

TIP: To avoid delays, do not leave any applicable portion of the Business License Application incomplete.

PART I: BUSINESS NAME

Select your business name carefully. Business names cannot be changed once the business license has been issued. Business license fees are non-refundable once the business license has been issued. For more information, go to www.BusinessLicense.Alaska.Gov and click *Selecting a Name for Your Business*.

TIPS:

- Conduct a thorough search of business names before applying for your business license. Companies that have used a business name for a long period of time may have created a common law right to the use of the name. Places to search include, but are not limited to, the internet; business license records; corporations registration records; professional license records; telephone directories; trade magazines; trademark records; and catalogs.
- You must operate and advertise in the exact name listed in the Business Name section (Part I) on this application. This is your DBA or doing business as name.
- A separate business license is required for each "Doing Business As" (DBA) name.
- Check your spelling. Special characters and symbols are not valid and will not be accepted.
- Do not use the acronym "DBA" in your official business name unless you intend to advertise in the exact full name on the business license including the "DBA." Example: "James K. Smith DBA Smith Auto Shop."
- If the name you wish to use on a business license (Part I) has an entity indication (such as: INC, LLC, LLP, or LP) then the same name must be used for the owner name (Part III) and must match the entity name on record with the Corporations Section.
- If the owner of the business license is an entity, then the owner entity will appear on the business license. Who owns the entity (i.e., shareholder or member) may be found on the corporate record, not on the business license.
- If you have branch offices, then one business license may cover all branch offices provided that all branches operate and advertise under the exact same business name. If the branch offices sell products requiring an Endorsement, then each branch location will require its own Endorsement.*

* For more information go to: www.BusinessLicense.Alaska.Gov and click on Endorsement FAQs.

PART II: BUSINESS LICENSE FEES

Business license fees are non-refundable once the business license has been issued. Business License fees are \$50 per year and may be purchased for one year (\$50) or two years (\$100). All business licenses expire on December 31, regardless of the date of purchase. The expiring year depends on your choice of an annual (1-year) or biennial (2-year) license. Payment can be made by check (payable to the State of Alaska), money order, or major credit card.

DISCOUNTS: Only a sole proprietorship (owned by a single individual/person, not an entity) may qualify for a Senior Discount or a Disabled Veteran Discount business license fee of \$25.00 per year. The discounted fee is not available to other types of businesses, such as Partnerships (two or more people no matter their age), Corporations, LLCs, LLPs, or LPs. Only one qualified discount may be applied to a business license fee.

- **Senior Discount:** If you are 65 years or older or will turn 65 during the licensing period to which you are applying and you are willing to provide your date of birth. Online filing is available for a Senior Discount.
- **Disabled Veteran Discount:** If you are a service-connected disabled veteran and you are willing to provide a copy of your "service connected" disability determination letter or ID from Veterans Affairs. Initial qualification is not available online at this time for the Disabled Veteran Discount. For additional information go to www.BusinessLicense.Alaska.Gov and click *Disabled Veteran Discount FAQs*.

ENDORSEMENT FEES – \$100 per location, in addition to the Business License fee, and are non-refundable once the endorsement has been issued. Endorsements expire on the same date as the business license to which they are attached. For more information see the instructions on the Endorsement page or go to www.BusinessLicense.Alaska.Gov under *Endorsement FAQs*. The Endorsement form must be completed and submitted with the business license application if you are purchasing an Endorsement.

TIP: The endorsement fee is a flat rate of \$100 per location, whether you purchase a one or two-year business license. For a better bargain, purchase your business license with endorsement(s) for a two-year period.

PART III: OWNERSHIP INFORMATION

Provide the type and name of the organization which will own the business license. For more information, go to www.BusinessLicense.Alaska.Gov and click Business Structure FAQs.

- **Sole Proprietor:** One (1) natural individual. The State of Alaska defines a sole proprietor as one (1) natural individual. This is different from the IRS, which allows a husband and wife (married couple) to file taxes as a sole proprietor. If the business is owned by a sole proprietor (one natural individual), then list on the Alaska Business License application only one (1) individual's name.
- **Partnership:** Two or more persons (natural individuals or entities). List all partners' names and attach a separate sheet if necessary. If one or more of the partners is an entity then you must, per AS 43.70.020(d), provide the entities' Alaska Entity Number(s). For more information, including how to register an entity and check its status, go to www.Corporations.Alaska.Gov
- **LLC, LLP, LP, PC, Non-profit, Cooperative, or Corporation:** An entity on record with the Corporations Section. List the registered entity name (for example: XYZ L.L.C. or XYZ Inc.) and, per AS 43.70.020(d), you must provide its Alaska Entity Number. For more information, including how to register an entity and check its status, go to www.Corporations.Alaska.Gov
- **Other:** Such as a trust, tribe, village, municipality, etc. If the organization is not one of the above and you select this option, you must provide the legal name of the organization AND a description of the type of organization this business will operate as.

NOTE: Business licenses are not transferable. A change in ownership will require a new business license.

PART IV: SIX-DIGIT NAICS CODES

Provide the six-digit NAICS (North American Industry Classification System) code(s) which best describe your primary and/or secondary line(s) of business activities. For more information, including how to determine your business's six-digit NAICS Code(s) go to www.BusinessLicense.Alaska.Gov and click *Line of Business/Alaska NAICS Code*.

IMPORTANT: The State of Alaska uses a portion of the 2022 Federal U.S. Census Bureau NAICS Codes. The first two digits of the six-digit NAICS Code(s) identify your Line(s) of Business and will appear on your business license certificate.

You may provide up to ten (10) NAICS Codes.

PART V: ALASKA PROFESSIONAL LICENSE NUMBERS

Any line of business, based on the six-digit NAICS Code(s), subject to a professional license, per AS 43.70.020(d), must be listed as the primary and/or secondary line of business, per 12 AAC 12.030(2), on the business license application.

IMPORTANT: If a line of business is subject to a professional license, then you must obtain and provide a current Alaska professional license number prior to obtaining an Alaska Business License. For more information go to www.ProfessionalLicense.Alaska.Gov

To determine if the six-digit NAICS code for your business activity requires a professional license go to www.BusinessLicense.Alaska.Gov and click *Line of Business/Alaska NAICS Code*. If the six-digit NAICS code you choose is listed in **italicized, bold print**, then you may require professional licensing.

Provide the owner's name as it appears on the professional license. Owners for the following professions may be an individual or an entity: Architects, Engineers, and Land Surveyors; Construction Contractors; Public Accountancy; Collection Agency; or Big Game Guides or Transporters.

In addition, if you will be practicing one of the following professions, then check the appropriate box to identify if you are renting a chair from a Shop Owner or if you are the Shop Owner:

- Barber
- Body Piercing
- Esthetician (skin care)
- Manicurist
- Tattooing
- Hairdresser
- Permanent Cosmetic Coloring

For more information go to www.BusinessLicense.Alaska.Gov and click on *Barber and Hairdressers FAQs*.

PART VI: SIGNATURE

Provide the printed name, title, signature, date, phone number and email.

PART VII: ENDORSEMENT INSTRUCTIONS

Effective 1/1/2019: An Endorsement is required to sell tobacco products, electronic smoking products, or products containing nicotine. If you sell products requiring an Endorsement, then you must have an Endorsement. An Endorsement cannot stand on its own: it must be attached to a current business license.

- **Location:** A separate endorsement is required for each physical location where products requiring an Endorsement will be sold.
- **Endorsement Fee(s):** \$100 per location in addition to the business license fee.
- **Expiration Date:** Endorsements will expire on the same date as the business license to which they are attached. Endorsements must be renewed at the same time as the business license to which they are attached.

TIP: The endorsement fee is a flat rate of \$100 per location, whether you purchase a one or two-year business license. For a better bargain, purchase your business license with endorsement(s) for a two-year period.

- **Required Signage:** A person who holds an Endorsement must post on the licensed premises a warning sign. This sign must be displayed in a conspicuous location to a person purchasing or consuming products requiring an Endorsement. There are significant penalties for improper sales of products requiring an Endorsement. It is the licensee's responsibility to be familiar with the proper sale of products requiring an Endorsement. AS 43.70.075(f)

For more information go to: www.BusinessLicense.Alaska.Gov and click on *Endorsement FAQs*.

Additional Information

Multiple Business Licenses

If you have multiple business licenses with the exact same business name and the exact same owner, then you may be able to consolidate these into one business license. For more information go to www.BusinessLicense.Alaska.Gov and click on *Multiple Lines of Business FAQs*.

Business Licensing Exemptions

You may not have to purchase a business license if your business activity is an Investment Club or if you hold one of the following licenses from another agency:

- Fisheries business licenses issued by Alaska Department of Revenue or Alaska Department of Fish and Game.
- Liquor licenses issued by Alaska Department of Revenue for alcohol sales only.
- Insurance licenses issued by State of Alaska Division of Insurance.
- Mining licenses issued by Alaska Department of Revenue. **Note:** Please add exemptions for banks.

NOTE: An exemption may exist under business licensing statutes; however, it may not exist under another agency's statutes which may require an Alaska Business License:

- For example: Alaska Department of Fish and Game requires Sport Fish businesses to have an Alaska Business License issued by the Division of Corporations, Business and Professional Licensing in addition to the Sport Fish license.

Companies that hold the above licenses from other agencies are clearly exempt from business licensing requirements if they are operating only within the activities outlined by the other State Agency's license requirements; however, if the business engages in additional activities beyond the scope of the other agency's Industry License, then they will need an Alaska Business License.

- For example: A liquor store is exempt from business licensing if it only sells liquor; however, if it sells anything else, such as ice, cups, non-alcoholic mixes, sundries, etc., then it must have an Alaska Business License.

If you think you are exempt from business licensing, please consult a Business Licensing Examiner about your specific situation.

IMPORTANT: an exemption to register with another agency or under other statutes and regulations (such as an exemption to register your entity with the Corporation Section under Title 10) does not exempt you from business licensing requirements unless you also qualify for a business licensing exemption under Business Licensing Statutes & Regulations.

Protect Your Business Name

The purchase of a business license does not automatically register the business name under Title 10 (corporation statutes) and does not give you exclusive rights to the name. Business Licensing Statutes and Regulations do not limit the number of business licenses with the exact same name. To obtain exclusive rights to your business name you may register your business name under Title 10 with the Corporations Section.

IMPORTANT: Exclusive rights are exercised through the court system, not through this Division. For more information about registering your business name to obtain exclusive rights, go to www.BusinessLicense.Alaska.Gov and select *Reserve or Register a Business Name*.

For additional Business Licensing information, such as some of the following: www.BusinessLicense.Alaska.Gov

- Business Structures FAQs;
- How to Get Started;
- Business Licensing FAQs;
- Endorsement FAQs;
- Reserve or Register a Business Name (for exclusive rights which you may exercise through the courts);
- Allowable Changes to a Business License FAQs;
- Business Licensing Statutes and Regulations;
- Resources (where you may go for additional help or assistance);

For additional Professional Licensing information, go to www.ProfessionalLicense.Alaska.Gov

For additional Corporation information, go to www.Corporations.Alaska.Gov



THE STATE
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Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

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Phone: (907) 465-2550

Website: www.BusinessLicense.Alaska.Gov

Business License: NEW Application Only

AS 43.70 and 12 AAC 12

For immediate processing, you may file online and print your renewed business license at: www.BusinessLicense.Alaska.Gov

This form is for a NEW Alaska Business License application.

IMPORTANT: Per AS 43.70.020(d) if you are an entity, you must be in compliance (good standing) with the Corporations Section and if you have a professional license, it must be current to renew your business license. To check the status of your entity or professional license, go to www.BusinessLicense.Alaska.Gov, under *CBPL Quick Links* select *License Search*.

- Submit this application via U.S. Mail, along with its payment.
 - For security reasons, DO NOT EMAIL forms and/or payments.
- **Processing Time:** Standard processing time from March-September is 15 business days. During heavy filing seasons, October – February, the processing time will be delayed. Filings are reviewed in the date order they are received. We do not offer expediting services.

Fees are nonrefundable once the business license or endorsements have been issued.

PART I Business Information

AS 43.70.020(a)(4) and 12 AAC 12.030(1)

Enter the exact name you will be conducting business as. Per 12 AAC 12.020(g), you must operate and advertise only in the exact name listed below.

Business Name:				
Previous Business License # (If Applicable):				
Mailing Address: 12 AAC 12.030(4)	P.O. Box or Street	City	State	Zip
Physical Address: 12 AAC 12.030(4)	Street	City	State	Zip
Email Address:		Phone Number:		

PART II Fees (Select ONLY ONE of the below fee options)

Regular Fees - 12 AAC 12.010(a)

License Term:	<input type="checkbox"/> One-Year REGULAR Fee – Business License Expiring 12/31/2024	\$ 50.00
	<input type="checkbox"/> Two-Year REGULAR Fee – Business License Expiring 12/31/2025	\$100.00

Discount Fees - 12 AAC 12.010(b), 12 AAC 12.030(9) and AS 43.70.030(a)

Only if you are a sole proprietor (one (1) natural individual, no entities). You may qualify for only one of the two discounts (senior or disabled veteran) below. Only one qualified discount fee may be applied to a business license fee.

Senior Discount (all three checkboxes must apply):

- I am a sole proprietor (one (1) natural individual, no entities).
- I will be at least 65 years of age during this licensing period (Dec 31, 2024 or 2025)
- My birthdate is: _____.

Disabled Veteran Discount (both checkboxes must apply):

- I am a sole proprietor (one (1) natural individual, no entities).
- I have attached a copy of my service-connected disability determination letter or ID from Veterans Affairs, along with this hardcopy business license application.

License Term:	<input type="checkbox"/> One-Year DISCOUNT Fee – Business License Expiring 12/31/2024	\$25.00
	<input type="checkbox"/> Two-Year DISCOUNT Fee – Business License Expiring 12/31/2025	\$50.00

Endorsement Fees (if applicable) – 12 AAC 12.010(d)

To sell tobacco products, electronic smoking products, or products containing nicotine:

\$100 FEE PER ENDORSEMENT, PER LOCATION, in addition to the appropriate business license fee. Endorsements will expire on the same date as the business license to which they are attached and are renewable with the business license. One endorsement is required for each location. Provide each location on the endorsements portion of this application.

Number of Endorsement Locations:		X \$100 Fee = Total:	
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Fees Total

Business License Fees Total:		Pay by: • Make checks payable to “State of Alaska” - OR - • Use the attached credit card payment form. <i>Once the license or endorsements have been issued, the fees are nonrefundable.</i>
Endorsement Fees Total:		
Total Fees Enclosed:		

PART III Ownership Information

Sole Proprietorship: One person (no entities). The State of Alaska defines a sole proprietor as one (1) natural individual. This is different from the IRS, which allows a husband and wife (married couple) to file taxes as a sole proprietor. Provide the full legal name of the one (1) natural individual who will own this business below.

Legal Name of Person:

- or -

Partnership: Two or more persons who are natural individuals and/or entities. If any partner(s) is a natural individual, provide their full legal name(s) below. If any partner(s) is an entity (i.e., LLC, LLP, LP or corporation), provide the entity's legal name and Alaska Entity Number. If more than one entity is a partner, then at least one entity must have an Alaska Entity Number on record with the Corporations Section. If necessary, attach additional sheets to name all the partners.

Full Legal Name:

Full Legal Name:

Entity Name:

Alaska Entity Number:

Entity Name:

Alaska Entity Number:

- or -

Corporation Non-Profit Cooperative LLC LLP LP PC

Entity Name:

Alaska Entity Number:

- or -

Other: Trust, Tribe, Village, Municipality, Etc. Provide the legal name and description of the organization that will own this business below.

Full Legal Name:

Description of Organization:

PART IV Six-Digit NAICS Codes

AS 43.70.020(a)(2) and 12 AAC 12.030(2)

Provide the six (6) digit NAICS code(s) which best describes this business's primary and secondary lines of business activity. The State of Alaska uses a portion of the 2022 Federal U.S. Census Bureau NAICS Codes.

Note: Any line of business subject to regulatory provision (i.e., professional license required) must list those lines of business as the primary and/or secondary line(s) of business. You may provide up to ten (10) NAICS Codes.

Use a separate sheet if necessary.

Primary NAICS Code:
(Required)

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Secondary NAICS Code:
(If Applicable)

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PART V Alaska Professional License Number

AS 43.70.020(d) and 12 AAC 12.030(2)

Any line of business subject to regulatory provisions (based on the six-digit NAICS codes in Part III) must provide an associated current and valid Alaska Professional License Number as evidence this provision has been met.

Provide the owner’s name as it appears on the professional license. Note: Owners for the following professions may be an individual or an entity: Architects, Engineers, and Land Surveyors; Construction Contractors; Public Accountancy; Collection Agency, or Big Game Guides or Transporters.

PRIMARY Professional License Number (If Applicable):	
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Name on Professional License:	
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SECONDARY Professional License Number (If Applicable):	
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Name on Professional License:	
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IF your professional license is for one of the following professions:

Barber; Esthetician; Hairdresser; Manicurist; Body Piercing; Tattooing; and/or Permanent Cosmetic Coloring,

THEN check the appropriate box below:

- I am renting a chair to practice my profession and own my own business. I do not own the shop where I will practice my profession. I am not an employee of the Shop Owner from whom I am renting a chair.
- I am a Shop Owner and my Shop Owner’s professional license number is: _____.



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Signature Page

Applicant Name:	
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PART VI Agreement

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, including any information provided in the endorsement section, and evidence or other documents submitted herewith are true and correct.

I understand that any falsification or misrepresentation of any item or response in this application, or any attachment hereto, or falsification or misrepresentation of documents to support this application, is sufficient grounds for denying, revoking, or otherwise disciplining a license, certificate, or permit to practice in the state of Alaska.

I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Applicant Signature:		Date:	
Title of Applicant:	(Based on type of organization, such as: Sole Proprietor, Partner or President of <owner entity name>, etc.)		
Phone Number:		Email Address:	



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NEW Endorsement Application

AS 43.70.075

Effective 1/1/2019: An Endorsement is required to sell tobacco products, electronic smoking products, or products containing nicotine.

Complete this form if your business will sell products requiring an endorsement.

An Endorsement is required for each location or outlet where products requiring an Endorsement are sold. An Endorsement cannot stand on its own; it must be attached to a business license.

ENDORSEMENT FEE: \$100 per location, in addition to the business license fee, per AS 43.70.075(b) and 12 AAC 12.010(d).

Endorsements expire on the same date as the business license to which they are attached. Endorsements must be renewed at the same time as the business license to which they are attached.

TIP: The Endorsement fee is a flat rate of \$100 per location, whether you purchase a one or two-year business license. For a bargain, purchase your business license with an endorsement(s) for two years.

REQUIRED SIGNAGE: A person who holds an Endorsement must post on the licensed premises a warning sign. This sign must be displayed in a conspicuous location to a person purchasing or consuming products requiring an Endorsement. There are significant penalties for improper sales of products requiring an Endorsement. It is the licensee's responsibility to be familiar with the proper sale of products requiring an Endorsement. AS 43.70.075(f)

For more information regarding Endorsements, go to: www.BusinessLicense.Alaska.Gov and click *Endorsement FAQs*.

PART I Business Information

Business Name:	This must be the EXACT same name as on your business license.
Business License Number:	

PART II Location Information

List the PHYSICAL address of EACH location where you will be selling products requiring an Endorsement.

Fees are not refundable once the license and endorsements have been issued.

	Street	City	State	Zip
Location 1: (\$100 Fee)				
Location 2: (\$100 Fee)				
Location 3: (\$100 Fee)				
Location 4: (\$100 Fee)				

PART II Location Information (continued)

List the PHYSICAL address of EACH location where you will be selling products requiring an Endorsement.

Fees are not refundable once the license and endorsements have been issued.

Location 5: (\$100 Fee)	Street	City	State	Zip
Location 6: (\$100 Fee)	Street	City	State	Zip
Location 7: (\$100 Fee)	Street	City	State	Zip
Location 8: (\$100 Fee)	Street	City	State	Zip
Location 9: (\$100 Fee)	Street	City	State	Zip
Location 10: (\$100 Fee)	Street	City	State	Zip
Location 11: (\$100 Fee)	Street	City	State	Zip
Location 12: (\$100 Fee)	Street	City	State	Zip
Location 13: (\$100 Fee)	Street	City	State	Zip
Location 14: (\$100 Fee)	Street	City	State	Zip
Location 15: (\$100 Fee)	Street	City	State	Zip
Location 16: (\$100 Fee)	Street	City	State	Zip
Location 17: (\$100 Fee)	Street	City	State	Zip
Location 18: (\$100 Fee)	Street	City	State	Zip
Location 19: (\$100 Fee)	Street	City	State	Zip
Location 20: (\$100 Fee)	Street	City	State	Zip

Copy this form or attach additional pages to purchase more endorsements.



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Signature Page

Applicant Name:	
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PART III Agreement

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, including any information provided in the endorsement section, and evidence or other documents submitted herewith are true and correct.

I understand that any falsification or misrepresentation of any item or response in this application, or any attachment hereto, or falsification or misrepresentation of documents to support this application, is sufficient grounds for denying, revoking, or otherwise disciplining a license, certificate, or permit to practice in the state of Alaska.

I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Applicant Signature:		Date:	
Title of Applicant:	<small>(Based on type of organization, such as: Sole Proprietor, Partner or President of <owner entity name>, etc.)</small>		
Phone Number:		Email Address:	



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Credit Card Payment Form

All major credit cards are accepted. For security purposes, do not email credit card information. Include this credit card payment form with your application.

Name of Applicant or Licensee: _____

Profession Type (e.g., Acupuncture): _____

License Number (if applicable): _____

I wish to make payment by credit card for the following (check all that apply):

AMOUNT

Application Fee: _____

License or Renewal Fee: _____

Other (fine, exam, etc.): _____

1. _____

2. _____

TOTAL: _____

Name (as shown on credit card): _____

Mailing Address: _____

Phone Number: _____ Email (optional): _____

Signature of Credit Card Holder: _____

08-4438

Rev 12/06/2022

Credit Card Payment Form (all major cards accepted)

CREDIT CARD INFO: Your payment cannot be processed unless all fields are completed!

1. Credit Card Number: -----

2. Expiration Date: -----

3. Security Code: -----

All 3 fields **MUST** be completed!

This section will be destroyed after the payment is processed.