



THE STATE of ALASKA

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

BUS

FOR DIVISION USE ONLY

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
Business Licensing Section
333 Willoughby Avenue, 9th Floor, Juneau, AK 99801
PO Box 110806, Juneau, AK 99811-0806
Phone: (907) 465-2550 • Fax: (907) 465-2974
Email: BusinessLicense@Alaska.Gov
Website: BusinessLicense.Alaska.Gov

Business License: Address Change

AS 43.70.020(a)(1) and 12 AAC.030(4)

Per 12 AAC 02.900, a business must maintain current and valid addresses on file at all times and must notify the Division in writing of a change in address.

This form is only to notify the Business License Section.

Separate address change notification may be required to the Corporations and Professional Licensing Sections.

- www.Corporations.Alaska.Gov
www.ProfessionalLicense.Alaska.Gov

Online Filing is not available for this form; submit this form by fax or email only. DO NOT email this form or payment.

Processing Time: Standard processing time from March-September is 10-15 business days. During heavy business license filing seasons, October-February, the processing time will be delayed.

Other Changes: A change in the business name and business owner requires a new business license. For the following statutory permitted changes to a business license, use the appropriate form:

- Form 08-4731: Change of add NAICS Codes
Form 08-4104: Owner's Legal Name Change
Form 08-4733: 30-Day Allowable Changes

No Fee: [] There is no fee associated with this filing. \$0.00

1. Business License Name: (must match name on the business license certificate.
Business License Name:
Business License Number (mandatory):

2. Mailing Address Change:
PREVIOUS Mailing Address:
NEW Mailing Address:

3. Physical Address Change: (No P.O. Boxes)

PREVIOUS Physical Address: _____

NEW Physical Address: _____

4. Additional Business Contact Information:

Phone Number(s): _____

Website: _____

Email Address(s): _____

5. Signature

The request to change the address for this business license must be signed by the owner of the business.

- If the business is a sole proprietor, then the sole individual owner must sign.
- If the business is a partnership, then one of the owning partners must sign.
- If the business is owned by an entity, then the signer must be on the record with this office as an authorized signer for the owning entity and identify their signing authority, such as: corporation President or LLC member. Example: John Doe, President of owning entity XYZ Incorporated.

By my signature below, I declare under the penalty of perjury that the information provided on the application is true and correct to the best of my knowledge:

Signature of Owner: _____ **Date:** _____

Printed Name of Owner: _____

Title of Owner: _____

(Provide title based on the type of organization, such as; Sole Proprietor, Partner, or President of <owner entity name>, etc.)

Select one of the following options for after the filing has been processed:

Additional Fee: \$5 per copy
If you want this office to mail a copy of the updated business license, Submit to this office, *Business License: Certificate Copy Request* (form 08-4080), along with the appropriate fees.

Free:
Print a copy of the updated business license from the web at:
www.BusinessLicense.Alaska.Gov