



Online Instructions

PLEASE READ the application instructions, statutes, and regulations before completing your application. Please retain this information for future reference. **YOU MUST HOLD A FOREIGN PLEASURE CRAFT EXEMPTION IN ALASKA.**

Applications must be submitted to the Marine Pilot Coordinator at least 30 days before the vessel enters Alaska waters. The board has 10 business days to act on a completed application.

After division staff reviews the application; you may be asked to upload more documents. A notification email will be sent to the email address of record for the license when the application has been reviewed.

The following documents must be on file to be considered for an exemption:

1. APPLICATION

A completed, signed application.

2. FEES

Fees required in accordance with AS 08.62.140(b).

Nonrefundable application fee: \$250.00

License Fee: \$ 50.00 *(per foot of length overall * in excess of 65 feet.)*

** 12 AAC 56.990(e): "overall length" and "length overall" means the horizontal distance between the forward-most and after-most points on the hull, excluding fittings and attachments.*

3. CERTIFICATE OF REGISTRY

Certificate of Registry as required under 12 AAC 56.115(a)(5).

4. VESSEL'S INSURANCE COVERAGE

Documentation of insurance coverage as required under AS 08.62.165.

5. COMPASS DEVIATION TABLE

Compass deviation table as required under 12 AAC 56.115(a)(2).

6. CERTIFICATE OF FINANCIAL RESPONSIBILITY

Certificate of Financial Responsibility, if required by AS 46.04.

LICENSE STATUS:

Licenses are issued for a one-year period and expire one year from the date issued. Foreign Pleasure Craft Exemptions are not renewable.

PUBLIC INFORMATION:

Please be aware that all information on the application form will be available to the public, unless required to be kept confidential by state or federal law. Information about current licensees, including mailing addresses, is available on the Division's website at *ProfessionalLicense.Alaska.gov* under License Search.

ADDRESS OR NAME CHANGE:

In accordance with 12 AAC 02.900, it is the applicant's/licensee's responsibility to notify the Division, in writing, of changes of address or name. Name and address change notification forms are available on the Division's website. The address of record with the Division will be used to send renewals and all other official notifications and correspondence. The name appearing on the license must be your current legal name.

SOCIAL SECURITY NUMBERS:

AS 08.01.060 and 08.01.100 require that a U.S. Social Security Number be on file with the division before a professional license is issued or renewed for an individual. If you do not have a U.S. Social Security Number, please complete the Request for Exception from Social Security Number Requirement form located at *ProfessionalLicense.Alaska.gov* or contact the Division for a copy of the form.

STATUTES AND REGULATIONS:

The complete set of statutes and regulations for this program are available by written request or online at the Division's website: *ProfessionalLicense.Alaska.Gov*

If you would like to receive notice of all proposed regulation changes for your program, please send a request in writing with your name, preferred contact method (mail or email), and the program you want to be updated on to:

REGULATIONS SPECIALIST

Email: *RegulationsAndPublicComment@Alaska.Gov*

Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing

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