



THE STATE
of **ALASKA**

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

CON

FOR DIVISION USE ONLY

Construction Contractors Program

PO Box 110806, Juneau, AK 99811

Phone: (907) 465-2550

Email: ConstructionContractors@Alaska.Gov

Website: ProfessionalLicense.Alaska.Gov/ConstructionContractors

Residential Contractor Endorsement Renewal Application

January 1, 2023 – December 31, 2024

- Your license lapses after December 31, 2022. There is no grace period — it is illegal to work if your license has lapsed.
- Emailed applications will not be accepted.
- Make checks and money orders payable to the State of Alaska or use the attached credit card payment form.
- Plan on a 4–6-week processing time for correct and complete renewal applications.
- Once the renewal is processed, your license certificate will be available for printing via the MY LICENSE self-service portal.

PART I Payment of Fees

| | | |
|-----------------------|--|-----------------|
| Required Fees: | <input type="checkbox"/> Full-Term Biennial License Renewal <i>(For licenses first issued on or before December 31, 2021)</i> | \$250.00 |
| | <input type="checkbox"/> Prorated License Renewal <i>(For licenses first issued on or after January 1, 2022)</i> | \$125.00 |

PART II Personal Information

| | | | |
|--|--------------------|-----------------------|---|
| Alaska Residential Contractor Endorsement Number: | | | |
| Full Legal Name: Name change: <input type="checkbox"/> | | | |
| <i>If you have had a legal name change since your last license was issued, you must complete a Change of Name form.</i> | | | |
| Mailing Address: Address change: <input type="checkbox"/> | P.O. Box or Street | City | State Zip |
| Contact Phone: | | Date of Birth: | |
| EMAIL AGREEMENT: By choosing to receive correspondence on any matter affecting my license or other business with the Alaska Division of Corporations, Business and Professional Licensing, I agree to maintain an accurate email address through the MY LICENSE web page. I understand that failure to check my email account or to keep the email address in good standing may result in an inability to receive crucial information, potentially resulting in my inability to obtain or maintain licensure. | | | |
| Email Address: | | Select One: | <input type="checkbox"/> Send my Correspondence Electronically <input type="checkbox"/> Send my Correspondence by Mail |
| Note: If both boxes are selected above, you will receive correspondence electronically. | | | |
| SOCIAL SECURITY NUMBER: AS 08.01.100 requires you to provide your United States Social Security Number. It is considered confidential information and will not be publicly disclosed; it may be used to verify inter-state licensure. | | | |

PART III Statement of Compliance

By checking the appropriate box below, you are verifying your compliance with the continuing competency requirements in Article 4 of 12 AAC 21.650 – .690.

Check one of these boxes if your renewal application is postmarked on or before December 31, 2022:

Endorsements initially issued on or before December 31, 2020.

I certify that I have successfully completed 16 credit hours of approved continuing education between January 1, 2021, and December 31, 2022.

- or -

Endorsements initially issued between January 1, 2021 and December 31, 2021.

I certify that I have successfully completed 8 credit hours of approved continuing education between January 1, 2021, and December 31, 2022.

- or -

Endorsements initially issued on or after January 1, 2022.

I am not required to document any continuing education.

Late Renewal Applicants

Check one of these boxes if your renewal application is postmarked on or after January 1, 2023:

I have attached documentation demonstrating completion of continuing education requirements as stated in Article 4 of 12 AAC 21.650 – .690.

Random Audit

A percentage of renewal applications will be randomly selected for audit. If selected, you must submit certificates or other acceptable proof that you satisfied the continuing competency requirements as you have stated on this application. You are required to save your documents for at least four years so you can respond to audits.

Continuing Competency

Your license will not be renewed unless you have met the continuing competency requirements in Article 4 of 12 AAC 21.650 – .690 (see attached regulations). Continuing education credits earned to reinstate or renew a lapsed license may not be used to satisfy the continuing education requirements for a future renewal or reinstatement.

PART IV Assignment of Residential Endorsement

Your endorsement will be renewed only if the general contractor’s license you want to be assigned to is current. If you are the general contractor, please submit the residential endorsement and your general contractor license renewal applications at the same time.

You cannot be assigned to more than two general contractors at a time.

Choose ONE of the following:

I am NOT working with a general contractor and wish to renew this endorsement as “unassigned.”

I am a general contractor or am working with the general contractor(s) listed below:

| | | | |
|----------------------------|--|------------------------|--|
| General Contractor: | | License Number: | |
| General Contractor: | | License Number: | |

PART V Professional Fitness Questions

The following questions must be answered. "Yes" answers may not automatically result in license denial.

For each "yes" response to any question, you must provide an **explanation and documentation**. Use the letter of explanation form (#08-4752) appended to this application; include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. A separate letter of explanation form must be provided for each "yes" answer documented below. Documentation includes copies of court orders, charging documents, board, or license actions, etc.

When in doubt about your response, disclose and provide the required explanation and documents. Applications submitted without the required attachments will be considered incomplete and will not be processed.

The contents of licensing files are generally considered public records. If you believe that the additional information you are attaching to explain a "yes" answer should be considered confidential, state that in the attachment. A request for confidentiality may or may not be granted.

When in doubt, disclose and explain.

Since the date your last Alaska license was issued or renewed:

1. Have you had a professional license denied, revoked, suspended, or otherwise restricted, conditioned, or limited or have you surrendered a professional license, been fined, placed on probation, reprimanded, disciplined, or entered into a settlement with a licensing authority in connection with a professional license you have held in any jurisdiction including Alaska and including that of any military authorities or is any such action pending?
 Yes
 No
2. Have you been convicted of a crime or are you currently charged with committing a crime? For purposes of this question, "crime" includes a misdemeanor, felony, or a military offense, including, but not limited to, driving under the influence (DUI) or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license. "Convicted" includes having been found guilty by verdict of a judge or jury, having entered a plea of guilty, nolo contendere or no contest, or having been given probation, a suspended imposition of sentence, or a fine.
 Yes
 No

"Yes" Answers

If you answered "yes" to either of the above questions, you must submit signed and dated documentation explaining the specific circumstance(s) of the incident(s).



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Signature Page

| | |
|------------------------|--|
| Applicant Name: | |
|------------------------|--|

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, 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 Signed: | |
|-----------------------------|---------------------|--|

General Information

APPLICATION PROCESSING:

The average time to process a paper application varies by program but can take several weeks from the date it is received in this office complete with all correct forms, supporting documents and appropriate fees paid. When the application is complete and correct, and all supporting documents have been received and all fees have been paid, the license will be issued. Start the process far enough in advance to allow for processing time. Applications are reviewed in order of receipt in our office, and walk-in customers should not expect immediate review.

LICENSE TERM:

There is no "inactive" status. If you choose not to renew your license, it will lapse. Licenses are issued for a two-year period and expire on December 31 of even-numbered years, regardless of the date of issuance, except licenses issued within 90 days of the expiration date are issued to the next biennial expiration date. One renewal notice will be mailed at least 30 days before license expiration to the last known address of record.

PROFESSIONAL FITNESS QUESTIONS:

A "yes" response in the application does not mean your application will be denied. If you have responded "yes" to any professional fitness questions in the application, be sure to submit a signed and dated explanation, and the charging document and judgement.

RANDOM AUDIT:

If your program requires continuing education, the Division will audit a percentage of the license renewals. If your license is randomly selected for audit, a letter will be sent with instructions to submit documentation as proof you satisfied the continuing competency requirements as stated on this renewal form. Licensees are randomly selected by computer and may be randomly selected as often as the computer program chooses. You must save your documents for at least four years so you can respond to audits.

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 Exemption from Social Security Number Requirement form (#08-4372) located at *ProfessionalLicense.Alaska.Gov* or contact the division for a copy of the form. This form is required with every application if you do not have a U.S. Social Security Number.

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.

ABANDONED APPLICATIONS:

Under 12 AAC 02.910, an application is considered abandoned when 12 months have elapsed since correspondence was last received from or on behalf of the applicant. An abandoned application is denied without prejudice. At the time of abandonment, the division will send notification to the last known address of the applicant, who has 30 days to submit a written request for a refund of biennial license and other fees paid. The application fee will not be refunded. If no request for refund is received within that timeframe, no refund will be issued, and all fees will be forfeited.

PAYMENT OF CHILD SUPPORT:

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 to resolve payment issues.

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 specific program you want to be updated on to the address below.

Regulations Specialist
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
EMAIL: RegulationsAndPublicComment@Alaska.Gov

12 AAC 21.650. RESIDENTIAL CONTRACTOR CONTINUING COMPETENCY REQUIREMENTS.

(a) Except as provided in (b) of this section, an applicant for renewal of a residential contractor endorsement shall document having completed 16 contact hours of acceptable continuing competency activities.

(b) An applicant for renewal of a residential contractor endorsement for the first time shall document having completed eight contact hours of acceptable continuing competency activities for each complete calendar year the applicant held an endorsement during the concluding licensing period. If an applicant under this subsection held an endorsement for less than one complete calendar year during the concluding licensing period, the applicant is not required to complete any contact hours of continuing competency activities.

(c) If a residential endorsement holder completes more than the required number of contact hours of approved continuing competency activities during a licensing period, the holder may carry forward to the next licensing period no more than five of the surplus contact hours that were completed during the last 12 months of a licensing period. However, the holder may **not** carry forward any surplus contact hours to the next licensing period if the next licensing period begins on or after January 1, 2003.

(d) Except as provided in (c) of this section, an applicant for renewal of a residential contractor endorsement shall document that the applicant completed the number of contact hours of acceptable continuing competency activities claimed during the concluding licensing period. However, the holder may **not** carry forward any surplus contact hours to the next licensing period if the next licensing period begins on or after January 1, 2003.

(e) Repealed 10/15/2000.

(f) The department will not accept more than a total of eight contact hours per licensing period for continuing competency activities in business related topics. Business related topics include

- (1) building and property management;
- (2) finance and housing programs;
- (3) labor, safety, and health issues;
- (4) land development and environmental regulations;
- (5) marketing and customer service;
- (6) organization and business management;
- (7) trends and forecasting housing markets;
- (8) cardiopulmonary resuscitation (CPR), not to exceed two contact hours per licensing period; and
- (9) first aid, not to exceed two contact hours per licensing period.

(g) The department will accept up to 16 contact hours per licensing period for continuing competency activities in technical topics. Technical topics include

- (1) architecture and interior design;
- (2) construction codes;
- (3) materials and energy issues;
- (4) remodeling issues; and
- (5) construction techniques.

(h) The provisions of (f) and (g) of this section apply to endorsements being renewed for a licensing period beginning January 1, 2003 or later.

12 AAC 21.660. ACCEPTABLE CONTINUING COMPETENCY ACTIVITIES. (a) To be approved by the department, a continuing competency activity must contribute directly to the professional competency of a residential contractor and must be directly related to the skills and knowledge required for a person to work as a residential contractor.

(b) A continuing competency activity approved by one of the following organizations is approved by the department, without additional action, if the organization submits the information required by (c)(2) of this section and verification that the activity meets the requirements of (a) of this section:

- (1) the Department of Labor and Workforce Development, the Department of Public Safety, or another state agency that offers an activity meeting the requirements of (a) of this section;
- (2) the Alaska Housing Finance Corporation (AHFC);
- (3) the University of Alaska;
- (4) the Alaska State Homebuilders Association;
- (5) the Alaska Professional Design Council;
- (6) the Alaska Building Science Network;
- (7) the Alaska Craftsman Home Program, Inc.;
- (8) the Associated General Contractors of Alaska.

(c) The department will approve, by means of a written determination, a continuing competency activity if the activity's sponsor or the residential endorsement holder

- (1) demonstrates to the department's satisfaction that the activity meets the requirements of (a) of this section; and

- (2) submits the following for approval on a form provided by the department:
 - (A) a description of the content of the activity;
 - (B) documentation of successful completion if the activity has already occurred;
 - (C) a copy of the certification that will be provided to successful participants if the activity has not yet occurred;
 - (D) each known date and location of the activity;
 - (E) the number of contact hours requested to be awarded for successful completion of the activity;
 - (F) the name, address, and telephone number of the sponsor;
 - (G) a statement explaining how the activity meets the requirements of (a) of this section.

(d) An approval under (c) of this section expires two years after the date of department approval or on the date that the department determines that the continuing competency activity no longer meets the requirements of this section, whichever is sooner.

(e) Any proposed modification to the content of a continuing competency activity must be submitted in writing to the department for approval before the modification is implemented

12 AAC 21.663. TYPES OF CONTINUING COMPETENCY ACTIVITIES. For purposes of renewing an endorsement a “continuing competency activity” includes the following, if it meets the requirements of 12 AAC 21.660(a) and is approved under 12 AAC 21.660(b) or (c):

- (1) a course, seminar, workshop, or correspondence course;
- (2) completion of an energy rated home or remodel in accordance with 12 AAC 21.665(b);
- (3) a trade conference or product seminar for a licensing period that begins before January 1, 2003;
- (4) first-time preparation and presentation of a residential construction course, seminar, or workshop;
- (5) verification of passing the examination under AS 08.18.025(b)(2) during the concluding licensing period.

12 AAC 21.665. CONTACT HOURS. (a) For successful completion of an approved continuing competency activity, the department will award the following contact hours:

- (1) one contact hour for each consecutive 50-minute block of classroom instruction;
- (2) 15 contact hours for one academic semester credit;
- (3) ten contact hours for one academic quarter credit;
- (4) for a correspondence course, the number of contact hours
 - (A) recommended by the organization submitting the information required by 12 AAC 21.660(c)(2) if the course is approved under 12 AAC 21.660(b); or
 - (B) approved by the department if the course is approved under 12 AAC 21.660(c);
- (5) 16 contact hours for successfully passing the examination under AS 08.18.025(b)(2);
- (6) notwithstanding (1)-(4) of this subsection, no more than two contact hours for successful completion of a first aid or cardiopulmonary resuscitation (CPR) class for a licensing period that begins after January 1, 2003.

(b) The department will award a residential endorsement holder contact hours for completion of

(1) one new home per licensing period for a licensing period that begins before January 1, 2003, if the home is assigned an energy rating of “four-star” or higher by an energy rater certificated under and using the Energy Rated Homes of Alaska program established under 15 AAC 155.510 – 15 AAC 155.560; the department will award contact hours under this paragraph as follows:

- (A) for a “four-star” home, four contact hours;
- (B) for a “four-star plus” home, eight contact hours;
- (C) for a “five-star” home, ten contact hours;
- (D) for a “five-star plus” home, twelve contact hours;

(2) one new home per licensing period for a licensing period that begins after January 1, 2003, if the home is assigned an energy rating of “four-star plus” or higher by an energy rater certificated under and using the Energy Rated Homes of Alaska program established under 15 AAC 155.510 – 15 AAC 155.560; the department will award contact hours under this paragraph as follows:

- (A) for a “four-star plus” home, four contact hours;
- (B) for a “five-star” home, six contact hours;
- (C) for a “five-star plus” home, eight contact hours; or

(3) one remodel of an existing home per licensing period, if the remodel increases, by at least a half star, the energy rating assigned to the home by an energy rater certificated under and using the Energy Rated Homes of Alaska program established under 15 AAC 155.510 – 15 AAC 155.560; the department will award one contact hour for each half-star rating increase obtained on a remodel.

(c) For the first time preparation and presentation of a residential construction course, seminar, or workshop, as described in 12 AAC 21.663(4) and approved under 12 AAC 21.660(b) or (c), the department will award one and one-half times the contact hours approved for students in the course, up to a maximum of 16 contact hours.

(d) The department will not award contact hours to a licensee for the same activity more than once during a licensing period.

(e) Contact hours used to satisfy the reinstatement requirements of AS 08.18.025(c) when an endorsement has lapsed may not be submitted again to satisfy the requirements for a future renewal.

12 AAC 21.670. AUDIT OF CONTINUING COMPETENCY REQUIREMENTS. (a) After each renewal period the department will, in its discretion, audit renewal applications to monitor compliance with the continuing competency requirements of 12 AAC 21.650 - 12 AAC 21.670.

(b) A residential contractor selected for audit shall, within 30 days after the date of notification, submit documentation to the department to verify completion of the contact hours required in 12 AAC 21.650. The documentation must include a certificate or similar verification of satisfactory completion of the continuing competency activity that includes

- (1) the name of the participant;
- (2) the number of contact hours awarded;
- (3) a description of the continuing competency activity;
- (4) the dates of participation;
- (5) the name and signature of the instructor, sponsor, or other verifier.

(c) An applicant for renewal of a residential contractor endorsement is responsible for maintaining adequate and detailed records of all contact hours of acceptable continuing competency activities claimed and shall make the records available to the department upon request under (b) of this section. Records must be retained for four years after the date the contact hours were earned.

12 AAC 21.680. RESIDENTIAL CONTRACTOR EXAMINATION. (a) To be scheduled for the residential contractor examination offered by the department, an applicant must submit, at least 45 days before the date of examination,

- (1) a completed application on a form provided by the department; and
- (2) the application and examination fees established in 12 AAC 02.180.

(b) To obtain a residential contractor endorsement an applicant must, no more than six months after passing the residential contractor examination, and no more than two years after satisfactory completion of the course required under AS 08.18.025(b)(4), complete the application process by submitting

- (1) the residential contractor endorsement fee established in 12 AAC 02.180;
- (2) proof that the applicant passed the residential contractor examination;
- (3) the name of the general contractor to whom the endorsement will be assigned; and
- (4) verification of completion of the course under AS 08.18.025(b)(4).

12 AAC 21.690. ASSIGNMENT OF RESIDENTIAL ENDORSEMENT. (a) A residential endorsement holder under (b) of this section shall serve in a position in which the residential endorsement holder ensures competent construction of residential construction projects of the type described in AS 08.18.025(a) for the general contractor to which the residential endorsement holder is assigned.

(b) If a general contractor is registered with the department as a

- (1) sole proprietorship, the residential endorsement holder must be the sole proprietor;
- (2) partnership, the residential endorsement holder must be one of the partners; or
- (3) corporation, the residential endorsement holder must be an employee of the corporation, a member of the corporation's board of directors, or an officer of the corporation.

(c) The department will reissue a residential endorsement as unassigned if the residential endorsement holder is

- (1) assigned to a general contractor
 - (A) who fails to renew the general contractor's registration; or
 - (B) whose registration is deactivated;
- (2) not assigned to another registered general contractor; and
- (3) otherwise eligible for the endorsement.

(d) An unassigned residential endorsement holder may assign the endorsement to a registered general contractor by submitting a completed residential endorsement assignment on a form provided by the department.

(e) On or after January 1, 2003, a residential endorsement may be assigned to no more than two general contractors.



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Letter of Explanation for a Professional Fitness “Yes” Answer

Use this form only to explain and document any professional fitness “Yes” answers. A “Yes” answer is not necessarily disqualifying but concealing one may be.

Each “Yes” answer requires a separate explanation and associated documentation. Submit all relevant documentation with this form, even if you have previously provided it.

- **Explanations** include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. If the space provided is insufficient, make additional copies as needed.
- **Documentation** includes copies of court orders, charging documents, board or license actions, decisions against your professional certification, satisfaction of consent agreements (fines paid, community service completed, off probation, etc.), and fitness to practice letters (statement from your provider that you are safe to practice if you check “Yes” to any of the questions regarding mental or physical health, or drug or alcohol abuse or addiction).
- **Disciplinary actions** may include but not be limited to: suspension, surrender, revocation, probation, academic probation, reprimand, censure, restricted license, limited license, conditioned license, or letters of counseling, concern, advice, warning, caution, admonishment, or reprimand.

If you have multiple “Yes” answers or multiple incidents for any professional fitness question, you must use a separate copy of this form and provide a full explanation and documentation for each incident.

The contents of licensing files are public records. If you believe that the additional information you are attaching to explain a “Yes” answer should be considered confidential, state that in the attachment. A request for confidentiality may or may not be granted according to state law.



Write the professional fitness question number you are answering “Yes” to in the box.

| | |
|---|--------------------------|
| Location of Incident: | Date of Incident: |
| Explanation of Incident: | |
| When in doubt, disclose and explain. Make copies as necessary. | |

Did you attach all applicable documents associated with this incident?

- Court orders
 Consent agreements
 Disciplinary actions
 Charging documents
 Court records
 Fitness to practice
 All other documentation related to this incident
 I have additional incidents for this “Yes” answer, or “Yes” answers to other Professional Fitness questions and have attached a separate copy of this form for each incident.

| | |
|-------------------|-----------------|
| Full Name: | PL Code: |
| Signature: | Date: |

You must submit one form for each “Yes” answer. Make copies of this form as necessary.



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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: _____

Program Type: _____ License Number (if applicable): _____

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

- | | AMOUNT |
|--|---------------|
| <input type="checkbox"/> Application Fee: _____ | _____ |
| <input type="checkbox"/> License or Renewal Fee: _____ | _____ |
| <input type="checkbox"/> Other (name change, wall certificate, fine, duplicate license, 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 12/26/18

Credit Card Payment Form (all major cards accepted)

| CREDIT CARD INFO: Your payment cannot be processed unless all fields are completed! | |
|---|--|
| <p>1. Account Number: _____</p> <p>2. Expiration Date: _____</p> <p>3. Billing ZIP Code: _____</p> <p>4. Security Code: _____</p> | <p>All four fields MUST be completed!</p> <p>This section will be destroyed after the payment is processed.</p> |