



Board of Registration for Architects, Engineers and Land Surveyors

PO Box 110806, Juneau, AK 99811

Phone: (907) 465-2550

Email: AELSBoard@Alaska.Gov

Website: ProfessionalLicense.Alaska.Gov/BoardOfArchitectsEngineersAndLandSurveyors

Alaska Certificate of Authorization for Corporate, Limited Liability Company (LLC), Limited Liability Partnership (LLP), or Limited Partnership (LP) Practice of Architecture, Engineering, Land Surveying, or Landscape Architecture Application Instructions

Read Alaska Statutes and Regulations for Architecture, Engineering, Land Surveying, and Landscape Architecture, in particular AS 08.48.241 CORPORATIONS, LLC, LLP, LP and 12 AAC 36.135. REVIEW OF APPLICATION FOR CORPORATE, LLC, LLP, OR LP AUTHORIZATION.

Complete form #08-610, Application for Certificate of Authorization for Corporate, LLC, LLP, or LP Practice of Architecture, Engineering, Land Surveying, or Landscape Architecture.

The following must be received by the division before your application can be reviewed:

1. APPLICATION

A signed, completed application (#08-610, pages 1-4). Application may be submitted via mail or fax (please choose only one method). Emailed applications will not be accepted.

2. FEES

Fees made payable to "State of Alaska."

Nonrefundable Application Fee: \$200.00

Biennial Registration Fee: \$300.00

Total Fees Due: \$500.00

3. AUTHORIZATION FOR RELEASE OF RECORDS

A completed Authorization for Release of Records form (#08-610g)

4. ENTITY NUMBER/CERTIFICATE OF REGISTRATION

Entity number/certificate of registration from the State of Alaska's Division of Corporations, or, if you are an out-of-state company, a letter from an officer explaining how the company meets a corporate exemption.

5. CERTIFIED NOTARIZED COPY OF AMENDMENT

Certified NOTARIZED copy of amendment showing compliance with AS 08.48.241(b)(1) per the company type:

- Corporation: Amendment to Bylaws
- LLC: Amendment to Articles of Organization or Operating Agreement
- LLP: Amendment to Partnership Agreement
- LP: Amendment to Partnership Agreement

6. CERTIFIED NOTARIZED COPY OF RESOLUTION

Certified NOTARIZED copy of resolution by the corporation's board of directors, the LLC's managing members or manager, the LLP's general partners, or the LP's general partner(s) designating the Alaska-registered person(s) in responsible charge for each field or branch of service offered.

7. CERTIFIED SEALED STATEMENT

Certified SEALED statement from the Alaska-registered person(s) designated in responsible charge.

Note: #6 and #7 must be discipline-specific if related to engineering. (Example: "Civil Engineering", not "Engineering.")

8. DOCUMENTATION OF CORPORATION, LLC, LLP, OR LP EXPERIENCE

Documentation of Corporation, LLC, LLP, or LP experience. (i.e., a company brochure or statement of experience.) If the company is new, please provide a resume of each person in responsible charge.

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.

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.

DENIAL OF APPLICATION:

Please be aware that the denial of an application for licensure may be reported to any person, professional licensing board, federal, state, or local governmental agency, or other entity making a relevant inquiry or as may be required by law.

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.

CERTIFIED TRUE COPIES:

If any of the required documents will be issued under a former name, indicate on the application and submit marriage license and/or court documents that are notarized as a “certified true copy of the original document”. To obtain a certified true copy, you must present the notary with the original document along with the photocopy. You must write, “I certify this is a true copy of the original document” and sign your name. The notary will compare the original document with the copy and then notarize your signature.

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.

BUSINESS LICENSES:

The status of a professional license will directly impact the status of an associated business license. Renewal applications for business licenses are mailed separately. For more information about business licenses, (907) 465-2550 or *BusinessLicense.Alaska.Gov*

STALE DOCUMENTS:

Application forms, authorizations and verifications older than 12 months from the date the document was received by the division will be considered stale; the document must be resubmitted as appropriate before the application will be considered by the division or a licensing board. Application documents include the application documents and verifications of licensure from other licensing jurisdictions. (12 AAC 02.915)

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*



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

AELS

FOR DIVISION USE ONLY

Board of Registration for Architects, Engineers and Land Surveyors

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Certificate of Authorization for Corporate, Limited Liability Company (LLC), Limited Liability Partnership (LLP), or Limited Partnership (LP) Practice of Architecture, Engineering, Land Surveying, or Landscape Architecture Application

PART I Payment of Fees

Required Fees:	<input type="checkbox"/> Nonrefundable Application Fee	\$200.00
	<input type="checkbox"/> Biennial Registration Fee	\$300.00

PART II Contact Information

Name of Corporation, LLC, LLP, or LP:			
Mailing Address:	P.O. Box or Street	City	State Zip
Name of Contact Person:		Title:	
Contact Email Address:		Contact Phone:	

PART III Business Information

Business Name:	(May be the same as corporate, LLC, LLP, or LP name)
If you provide services under more than one business name, please list them below. Name provided must match DBA name on business license(s).	

PART III Business Information (continued)

List the name(s) of all majority stockholders. *Attach a separate sheet, if necessary.*

PART IV Fields of Practice

Check all fields of Corporate, LLC, LLP, or LP practice below.

<input type="checkbox"/> Architecture	<input type="checkbox"/> Land Surveying
<input type="checkbox"/> Agricultural Engineering	<input type="checkbox"/> Landscape Architecture
<input type="checkbox"/> Chemical Engineering	<input type="checkbox"/> Mechanical Engineering
<input type="checkbox"/> Civil Engineering	<input type="checkbox"/> Metallurgical and Materials Engineering
<input type="checkbox"/> Control Systems Engineering	<input type="checkbox"/> Mining and Mineral Processing Engineering
<input type="checkbox"/> Electrical Engineering	<input type="checkbox"/> Naval Architecture and Marine Engineering
<input type="checkbox"/> Environmental Engineering	<input type="checkbox"/> Nuclear Engineering
<input type="checkbox"/> Fire Protection Engineering	<input type="checkbox"/> Petroleum Engineering
<input type="checkbox"/> Industrial Engineering	<input type="checkbox"/> Structural Engineering

PART V Person(s) in Responsible Charge

Designation of person(s) in responsible charge. *Attach separate list, if necessary.*

Note: Any future change in responsible charge must be made by submitting a certified, notarized resolution of the board of directors within 30 days after the change. There is a \$75 fee.

Name	Field of Practice	Alaska Registration Number

PART V Person(s) in Responsible Charge (continued)

Name	Field of Practice	Alaska Registration Number

PART VI 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.

- Has the corporation, LLC, LLP, or LP or any of the person(s) designated in responsible charge or any principles of the corporation, LLC, LLP, or LP been found guilty of misconduct, dishonesty, fraud, incompetence, and/or gross negligence in the practice of architecture, engineering, land surveying, landscape architecture or had a professional license denied, revoked, suspended, or otherwise restricted, conditioned, or limited or has the corporation, LLC, LLP, or LP or any of the person(s) designated responsible charge or any principles of the corporation, LLC, LLP, or LP 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 held in any jurisdiction including Alaska and including that of any military authorities or is any such action pending? Yes No

"Yes" Answers

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

General Information

Must include fees; amendment to bylaws; resolution of corporation's board of directors, LLC's managing members or manager, LLP's or LP's general partners; and evidence of corporation, LLC, LLP, or LP's ability to provide service.

Each business name under which the corporation, LLC, LLP, or LP provides service must be licensed through the business licensing office.



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Signature Page

PART VII 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.

Contact Person Printed Name:		Title:	
Contact Person Signature:		Date Signed:	



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Sample Resolution

Corporation, LLC, LLP or LP Name:			
Person in Responsible Charge Name:		Registration Number:	
Branch of Practice:			

Be it resolved by the above-mentioned corporation's board of directors, the LLC's managing members or manager, the LLP's general partners, or the LP's general partner(s), that the aforementioned person in responsible charge is hereby designated as the person responsible for the practice of **(name of service offered; must include discipline if engineering)** by the above corporation, LLC, LLP, or LP in the State of Alaska, and has full authority to make all final decisions with respect to **(name of service offered; must include discipline if engineering)** work performed by the corporation, LLC, LLP or LP in the State of Alaska.

Note: A similar paragraph should be constructed for each field and/or branch of service offered by the corporation, LLC, LLP, or LP.

Corporate, LLC, LLP or LP Seal	President or Other Authorized Officer Printed Name:	
	President or Other Authorized Officer Signature:	
	Date Signed:	

Sample Certification of Resolution

City and Borough (or County):		State:	
Authorized Officer Name:		Title:	
Corporation, LLC, LLP or LP Name:		Date Resolution was Adopted:	

I, the aforementioned authorized officer with the title listed above, being first duly sworn according to law, depose and say:
The foregoing is a complete, true, and correct copy of a resolution adopted by the above-mentioned corporation's board of directors, the LLC's managing members or manager, the LLP's general partners, or the LP's general partner(s) on the date listed above.
Said meeting was called and held in accordance with the bylaws of said corporation, the articles of organization or operating agreement of said LLC, the general partners of said LLP, or the general partners of said LP, and a quorum was present at all times.

Notary Stamp	Authorized Officer Signature:		Title:	
	Notary Public for State of:		Subscribed and Sworn to Before me on this Day:	
	Notary Signature:		My Commission Expires:	



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Sample Amendment to Bylaws

AMENDMENT TO BYLAWS OF JOHN DOE, INC.

The bylaws of JOHN DOE, INC. are hereby amended to include as an addition the following:

ARTICLE XX

PRACTICE OF CIVIL ENGINEERING, ELECTRICAL ENGINEERING AND ARCHITECTURE

The corporation shall at all times maintain a currently registered civil engineer who shall be designated in responsible charge of all civil engineering performed by the corporation, and shall further at all times maintain a currently registered electrical engineer who shall be designated in responsible charge of all electrical engineering performed by the corporation and shall further at all times maintain a currently registered architect who shall be designated in responsible charge of all architectural work performed by the corporation. Such Alaska registrants shall have full authority with regard to all professional decisions and projects in their respective fields and/or branches.

Corporate Seal	President or Other Authorized Officer Printed Name:	
	President or Other Authorized Officer Signature:	
	Date Signed:	

Note: Substitute the appropriate professional discipline for the services the corporation is providing.

Sample Certification of Amendment to Bylaws

City and Borough (or County):		State:	
Authorized Officer Name:		Title:	
Corporation Name:		Date Amendment was Adopted:	
<p>I, the aforementioned authorized officer with the title listed above, being first duly sworn according to law, depose and say: The foregoing is a complete, true, and correct copy of an amendment to bylaws adopted by the director of the above-mentioned corporation on the date listed above. Said meeting was called and held in accordance with the bylaws of said corporation and a quorum was present at all times.</p>			
Notary Stamp	Authorized Officer Signature:		Title:
	Notary Public for State of:		Subscribed and Sworn to Before me on this Day:
	Notary Signature:		My Commission Expires:



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Sample Amendment to Articles of Organization or Operating Agreement

AMENDMENT TO ARTICLES OF ORGANIZATION OR OPERATING AGREEMENT OF JOHN DOE, LLC

The articles of organization or operating agreement of JOHN DOE LLC is/are hereby amended to include as an addition the following:

ARTICLE XX

PRACTICE OF CIVIL ENGINEERING, ELECTRICAL ENGINEERING AND ARCHITECTURE

The LLC shall at all times maintain a currently registered civil engineer who shall be designated in responsible charge of all civil engineering performed by the LLC, and shall further at all times maintain a currently registered electrical engineer who shall be designated in responsible charge of all electrical engineering performed by the LLC and shall further at all times maintain a currently registered architect who shall be designated in responsible charge of all architectural work performed by the LLC. Such Alaska registrants shall have full authority with regard to all professional decisions and projects in their respective fields and/or branches.

LLC Seal	President or Other Authorized Officer Printed Name:	
	President or Other Authorized Officer Signature:	
	Date Signed:	

Note: Substitute the appropriate professional discipline for the services the LLC is providing.

Sample Certification of Amendment to Articles of Organization or Operating Agreement

City and Borough (or County):		State:	
Authorized Officer Name:		Title:	
LLC Name:		Date Amendment was Adopted:	

I, the aforementioned authorized officer with the title listed above, being first duly sworn according to law, depose and say:
The foregoing is a complete, true, and correct copy of an amendment to the articles of organization or operating agreement adopted by the managing members or manager of the above-mentioned LLC on the date listed above.
Said meeting was called and held in accordance with the articles of organization or operating agreement of said LLC and a quorum was present at all times.

Notary Stamp	Authorized Officer Signature:		Title:	
	Notary Public for State of:		Subscribed and Sworn to Before me on this Day:	
	Notary Signature:		My Commission Expires:	



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Sample Amendment to Partnership Agreement of the LLP

AMENDMENT TO PARTNERSHIP AGREEMENT OF JOHN DOE, LLP

The partnership agreement of JOHN DOE, LLP is hereby amended to include as an addition the following:

ARTICLE XX

PRACTICE OF CIVIL ENGINEERING, ELECTRICAL ENGINEERING AND ARCHITECTURE

The LLP shall at all times maintain a currently registered civil engineer who shall be designated in responsible charge of all civil engineering performed by the LLP, and shall further at all times maintain a currently registered electrical engineer who shall be designated in responsible charge of all electrical engineering performed by the LLP and shall further at all times maintain a currently registered architect who shall be designated in responsible charge of all architectural work performed by the LLP. Such Alaska registrants shall have full authority with regard to all professional decisions and projects in their respective fields and/or branches.

LLP Seal	President or Other Authorized Officer Printed Name:	
	President or Other Authorized Officer Signature:	
	Date Signed:	

Note: Substitute the appropriate professional discipline for the services the LLP is providing.

Sample Certification of Amendment to Partnership Agreement of the LLP

City and Borough (or County):		State:	
Authorized Officer Name:		Title:	
LLP Name:		Date Amendment was Adopted:	
<p>I, the aforementioned authorized officer with the title listed above, being first duly sworn according to law, depose and say: The foregoing is a complete, true, and correct copy of an amendment to the partnership agreement adopted by the managing partners of the above-mentioned LLP on the date listed above. Said meeting was called and held in accordance with the partnership agreement of said LLP and a quorum was present at all times.</p>			
Notary Stamp	Authorized Officer Signature:		Title:
	Notary Public for State of:		Subscribed and Sworn to Before me on this Day:
	Notary Signature:		My Commission Expires:



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Sample Amendment to Partnership Agreement of the LP

AMENDMENT TO PARTNERSHIP AGREEMENT OF JOHN DOE, LP

The partnership agreement of JOHN DOE, LP is hereby amended to include as an addition the following:

ARTICLE XX

PRACTICE OF CIVIL ENGINEERING, ELECTRICAL ENGINEERING AND ARCHITECTURE

The LP shall at all times maintain a currently registered civil engineer who shall be designated in responsible charge of all civil engineering performed by the LP, and shall further at all times maintain a currently registered electrical engineer who shall be designated in responsible charge of all electrical engineering performed by the LP and shall further at all times maintain a currently registered architect who shall be designated in responsible charge of all architectural work performed by the LP. Such Alaska registrants shall have full authority with regard to all professional decisions and projects in their respective fields and/or branches.

LP Seal	President or Other Authorized Officer Printed Name:	
	President or Other Authorized Officer Signature:	
	Date Signed:	

Note: Substitute the appropriate professional discipline for the services the LP is providing.

Sample Certification of Amendment to Partnership Agreement of the LP

City and Borough (or County):		State:	
Authorized Officer Name:		Title:	
LP Name:		Date Amendment was Adopted:	
<p>I, the aforementioned authorized officer with the title listed above, being first duly sworn according to law, depose and say: The foregoing is a complete, true, and correct copy of an amendment to the partnership agreement adopted by the managing partners of the above-mentioned LP on the date listed above. Said meeting was called and held in accordance with the partnership agreement of said LP and a quorum was present at all times.</p>			
Notary Stamp	Authorized Officer Signature:		Title:
	Notary Public for State of:		Subscribed and Sworn to Before me on this Day:
	Notary Signature:		My Commission Expires:



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Statement of Person in Responsible Charge

Corporation, LLC, LLP, or LP Name:			
Person in Responsible Charge Name:		Field of Practice:	
State Registration Number:		Expiration Date:	
I acknowledge and agree to the designation of the registrant in responsible charge for the practice of the field listed above for the aforementioned corporation, LLC, LLP, or LP.			
I certify under penalty of unsworn falsification that the information furnished is true and correct. (AS 11.56.210)			
Professional Seal	Person in Responsible Charge Printed		
	Person in Responsible Charge Signature:		
	Date Signed:		



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Authorization for Release of Records

I hereby authorize the Alaska Division of Corporations, Business, and Professional Licensing and its investigators to examine my employment, educational records, and records pertaining to litigation, judgments, suits and/or settlements, and any law enforcement records pertaining to me and discuss them with persons having possession of them. I also expressly permit and authorize the release of any and all such records pertaining to me to the Alaska Division of Corporations, Business, and Professional Licensing and its investigators.

I authorize the division to discuss my records with persons or organizations that are considered appropriate by the division in connection with an official investigation, and to provide copies of my records to those persons or organizations deemed appropriate by the division.

I request that upon presentation of this release, or a Certified True Copy thereof, that you provide copies of those records to the division and/or its investigators, and/or representatives of the Office of the Attorney General of the State of Alaska.

This authorization is given expressly in connection with the application (initial, renewal, reactivation) for issuance of an Alaska Certificate of Authorization for Corporate, Limited Liability Company (LLC), Limited Liability Partnership (LLP), or Limited Partnership (LP) Practice of Architecture, Engineering, Land Surveying, or Landscape Architecture.

I hereby release you, your organization, the Alaska Department of Commerce, Community, and Economic Development, Division of Corporations, Business, and Professional Licensing and its investigators, and all others directly and/or indirectly involved in this matter from any liability or damage which may result from furnishing the information requested.

This authorization expires one (1) year from the date of my signature below.

Name:	First	Middle	Last
Full Address:	P.O. Box or Street	City	State Zip
Phone:		Date of Birth:	
Email:			
Signature:		Date Signed:	



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Application Checklist

There are three steps to bringing a corporation, LLC, LLP, or LP into compliance if architectural, engineering, land surveying, or landscape architectural services are offered in the State of Alaska. These steps must be completed in the following order:

1. Obtain certificate of authority from the Division of Corporations or meet one of the exemptions. *Corporations.Alaska.Gov*
2. Obtain a Certificate of Authorization (COA) from Professional Licensing, Board of Architects, Engineers & Land Surveyors (AELS) authorizing your company to offer architectural, engineering, land surveying, or landscape architectural services in Alaska.
3. Obtain business license from Business Licensing. *BusinessLicense.Alaska.Gov*

Please use this checklist to ensure that you have completed and submit all required documentation.

Checklist	Document
<input type="checkbox"/>	Signed, completed application (#08-610, pages 1-4).
<input type="checkbox"/>	Fees enclosed with application. (\$200 Nonrefundable Application Fee, \$300 Biennial Registration Fee.)
<input type="checkbox"/>	Entity number/Certificate of registration from the State of Alaska’s Division of Corporations, or , if you are an out-of-state company, a letter from an officer explaining how the company meets a corporate exemption.
<input type="checkbox"/>	Certified NOTARIZED copy of amendment showing compliance with AS 08.48.241(b)(1) per the company type: <ul style="list-style-type: none"> • Corporation: Amendment to Bylaws (#08-610b) • LLC: Amendment to Articles of Organization or Operating Agreement (#08-610c) • LLP: Amendment to Partnership Agreement (#08-610d) • LP: Amendment to Partnership Agreement (#08-610e)
<input type="checkbox"/>	Certified NOTARIZED copy of resolution by the corporation’s board of directors, the LLC’s managing members or manager, the LLP’s general partners, or the LP’s general partner(s) designating the Alaska-registered person(s) in responsible charge for each field or branch of service offered. (#08-610a)
<input type="checkbox"/>	Certified SEALED statement from the Alaska-registered person(s) designated in responsible charge. Note: #6 and #7 must be discipline-specific if related to engineering. Example: “Civil Engineering,” not “Engineering” (#08-610f)
<input type="checkbox"/>	Authorization for Release of Records form (#08-610g)
<input type="checkbox"/>	Documentation of corporation, LLC, LLP, or LP experience (i.e., a company brochure or statement of experience). If the company is new, please provide a resume of each person in responsible charge.



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Website: ProfessionalLicense.Alaska.Gov

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.



THE STATE
of **ALASKA**

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

FOR DIVISION USE ONLY

State of Alaska
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
PO Box 110806, Juneau, AK 99811
Phone: (907) 465-2550

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.