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

Business Licensing Section
Street: 333 Willoughby Avenue, 9th Floor, Juneau, AK 99801
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Phone: (907) 465-2550 • Fax: (907) 465-2974
Website: *BusinessLicense.Alaska.Gov*

RENEW APPLICATION:
Alaska Business License And Endorsements Instructions

FOR IMMEDIATE PROCESSING: file online at *www.BusinessLicense.Alaska.Gov* and print your renewed business license immediately.

If you file hardcopy (paper), applications are processed in date order received. Submit this hardcopy, along with payment, via in-person, fax, or U.S. Mail. For security reasons, DO NOT EMAIL forms and/or payments.

- Tip: If faxing, print a confirmation page from your fax machine that all pages were successfully faxed.

PROCESSING TIME: Standard processing time from March-September is 10-15 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.

This application is to renew an existing business license only and/or renew endorsement(s).

- A business license which is expired for more than two years cannot renew and a new business license is required.
- If you want to purchase a new business license, file online for immediate processing or submit a new Alaska Business License Application (*Form 08-4181*) via fax or mail, along with the appropriate fees.
- If you want to purchase a new endorsement for an existing business license then you must apply using hardcopy (paper) New Endorsement on an Existing Alaska Business License (Form 08-4730) along with the appropriate fees.

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 renew business license application incomplete.

PART I: BUSINESS NAME

Enter the exact full name and business license number of the business as it appears on your renewing business license. You must operate and advertise in the exact business name listed on your business license certificate.

Per 12 AAC 12.050(a)(1) a change in the business name requires a new business license. For additional information, go to: *www.BusinessLicense.Alaska.Gov*

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 (a business license owned by one individual) 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 Veteran Affairs. Initial qualification is not available online at this time for 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, is 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 and go to *www.BusinessLicense.Alaska.Gov*, click *Endorsement FAQs*. The Endorsement page 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: SIX-DIGIT NAICS CODES

Provide the six-digit NAICS (North American Industry Classification System) code(s) which best describe your primary and/or secondary lines of business activities. For more information, including how to determine your business' 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 the 2007 six-digit 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 IV: 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
- Manicurist
- Permanent Cosmetic Coloring
- Body Piercing
- Tattooing
- Esthetician (skin care)
- Hairdresser

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

PART V: SIGNATURE

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

PART VI: ENDORSEMENT RENEWAL 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: 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 Alaskan 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*

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BUS/END

FOR DIVISION USE ONLY

Business License: RENEWAL Application Only

AS 43.70 and 12 AAC

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

This form is for the RENEWAL only of an existing Alaska Business License. If your business license has lapsed (expired) less than two years you may still renew; however, the fees for any lapsed years must be paid. If your business license has been lapsed for more than two years, you will need to apply for a New Business License (Form 08-4181).

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 *BusinessLicense.Alaska.Gov*, under *CBPL Quick Links* select *License Search*.

- Submit this filing hardcopy via fax or U.S. Mail, along with its payment.
  - Tip: if faxing, print a confirmation page from your fax machine that all pages were successfully faxed.
  - For security reasons, DO NOT EMAIL forms and/or payments.
- **Processing Time:** Standard processing time from March-September is 10–15 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)

Business Name: Enter the exact business name which appears on the renewing business license. Per 12 AAC 12.020(g), you must operate and advertise in the exact name on the business license. Per 12 AAC 12.050 you cannot change the name of the business or the ownership of a business license when renewing a license. A new business license is required if you want to make any of these changes.

Business Name:			
Business License # (mandatory)			
Mailing Address 12 AAC 12.030(4)	Address or PO Box		
	City	State	ZIP Code
Physical Address (No PO Boxes) 12 AAC 12.030(4)	Physical/Street Address		
	City	State	ZIP Code
Telephone		**Email**	

PART II Fees

(Select ONLY ONE of the below fee options)

REGULAR FEE

12 AAC 12.010(a)

License Term:		
	☐ One-Year REGULAR Fee Business License Expiring 12/31/2021	**$50**
	☐ Two-Year REGULAR Fee Business License Expiring 12/31/2022	**$100**

DISCOUNT FEES (if qualified sole proprietor)

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) 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 sole proprietor (one (1) natural individual)
- ☐ I will be at least 65 years of age during this licensing period (Dec 31, 2021 or 2022)
- ☐ My birthdate is Month: Day: Year:

Disabled Veteran Discount (both checkboxes must apply):

- ☐ I am a sole proprietor (one (1) natural individual)
- ☐ 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:		
	☐ One-Year DISCOUNT Business License Expiring 12/31/2021	**$25**
	☐ Two-Year DISCOUNT Business License Expiring 12/31/2022	**$50**

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:** _____

FEES TOTAL

Business License Fees Total	$ _____
Endorsement Fees Total	$ _____
Total Fees Enclosed	$ _____

Pay by:

- Make checks payable to "State of Alaska"; or
- Use the attached credit card payment form.

Once the license and endorsements have been issued, the fees are non-refundable.

PART III 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' primary and secondary lines of business activity. The State of Alaska uses the 2007 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: (mandatory)	☐ ☐ ☐ ☐ ☐ ☐
Secondary NAICS Code: (if applicable)	☐ ☐ ☐ ☐ ☐ ☐

PART IV 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: owner 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):	
Name on Professional License:	

SECONDARY Professional License Number (if applicable):	
Name on Professional License:	

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: _____

PART V Signature

By signing this application I declare, under penalty of perjury, that this application is true and complete, including any information provided in the endorsement section.

Signature of Applicant:

Title of Applicant (*based on type of organization, such as; Sole Proprietor, Partner or President of <owner entity name>, etc.):*

Print Name of Applicant: Date:

Phone: Email:

PART VI RENEW 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 tobacco products.

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*

Business Name: (This must be the EXACT same name as on your business license)	**Business License Number:** (required)

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

Location 1, Fee: $100

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

PHYSICAL Address		
City:	State:	ZIP Code:

Location 2, Fee: $100

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

PHYSICAL Address		
City:	State:	ZIP Code:

Location 3, Fee: $100

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

PHYSICAL Address		
City:	State:	ZIP Code:

Location 4, Fee: $100

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

PHYSICAL Address		
City	State	ZIP Code

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

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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: _____

Program Type: _____ 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 *(name change, wall certificate, fine, duplicate license, exam, etc.)*:
  1. _____ _____
  2. _____ _____

TOTAL: 0

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!

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.