



THE STATE
of **ALASKA**

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

END

FOR DIVISION USE ONLY

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
Business Licensing Section
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Website: *BusinessLicense.Alaska.Gov*

**Business License: NEW Endorsement(s)
on an existing Alaska Business License**

AS 43.70.75 and 12 AAC 12.010

This form is ONLY for adding new Endorsement(s) to an existing and current Alaska Business License.

Effective 1/1/2019: An Endorsement is required to sell tobacco products, electronic smoking products, or products containing nicotine.

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.

Online filing is not available for this form. Submit this form by fax or mail. Do not email this form or payment.

Processing Time: Standard processing time from March-September is 10-15 business days. During heavy business license filing seasons, October-February, the processing time will be delayed. Filings are reviewed in date order received. We do not offer expediting services.

ENDORSEMENT FEE: \$100 per location, in addition to the business license fee, per AS 43.70 and 12 AAC 12.010(d). The Endorsement fee is a flat-rate of \$100 per location, whether you have a one or two-year business license. Fees are nonrefundable once the new Endorsement(s) have been issued.

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 about Endorsements, go to www.BusinessLicense.Alaska.Gov and click *Endorsements FAQs*.

Fee:	<input type="checkbox"/> \$100 <u>Per</u> Endorsement Location	END1	12 AAC 12.010(d)
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1. Business Name:	AS 43.070.075
<u>Must</u> match name on the business license certificate that the endorsement will be attached to.	
NOTE: Per 12 AAC 12.020(g), you must operate and advertise only in the exact name that appears on the business license certificate.	
Business License Name:	_____
Business License Number (mandatory):	_____

2. NEW Endorsement Locations:	AS 43.070.075
<p>An Endorsement is required for <u>each</u> location or outlet where products requiring an Endorsement are sold. An Endorsement cannot stand on its own; it <u>must</u> be attached to a current and valid Alaska Business License.</p> <p>List the PHYSICAL address of EACH NEW location where you will be selling products requiring an Endorsement.</p>	

NEW Location 1, Fee: \$100 Fees are not refundable once the endorsements have been issued.

PHYSICAL Address:		
City:	State:	ZIP Code:

NEW Location 2, Fee: \$100 Fees are not refundable once the endorsements have been issued.

PHYSICAL Address:		
City:	State:	ZIP Code:

Copy and attach this page to purchase more Endorsements. New Endorsements must apply by hardcopy. Online filing is not available for the purchase of a new Endorsement.

ENDORSEMENT FEES	12 AAC 12.010(d)
<p>The Endorsement fee is a flat rate of \$100 per location, whether you have a one or two-year business license. Fees are nonrefundable once the Endorsement(s) have been issued.</p> <p>Number of Endorsement Locations: _____ x \$100 Fee (END1) = Total: _____</p>	

4. Signature:

The request to add a new Endorsement to this existing business license must be signed by the owner of the business.

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

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

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

Printed Name of Owner: _____

Title of Owner: _____

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



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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

Application Fee: _____

License or Renewal Fee: _____

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>
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