

COLLECTION AGENCY ONLINE RENEWAL INSTRUCTIONS

- For licenses expiring 6/30/2016
- Renewal period 7/1/2016- 6/30/2018
- Licenses not renewed will lapse after 6/30/16.
- There is no grace period. It is unlawful to work with a lapsed license.

ONLINE RENEWAL

You must know your license number to renew online. If you do not know your license number, you may find it on the Division's website at <https://www.commerce.alaska.gov/cbp/Main/CBPLSearch.aspx?mode=Prof>

Complete all sections of the online renewal. Payment is made by credit card. We accept Visa and MasterCard. If you are unable to submit an online renewal, you must submit a paper renewal which may be found on the Collection Agency webpage.

If you answer "yes" to any of the professional fitness questions on the renewal, you will not be allowed to proceed and must submit a paper application.

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 social security number, your license may not be renewed online. Please download the Request for Exception from SSN Requirement form from the Division webpage and the paper renewal from the Pawnbroker webpage. Fill out both forms and submit with the renewal fee by mail.

Division's website: <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing.aspx>

Collection Agency website:

<https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/CollectionAgencies.aspx>

PAPER APPLICATIONS

If you must submit a paper application, complete all sections of the paper renewal, sign and date and submit with the proper payment to the address on the top of the first page of the form. Processing of paper applications takes up to three weeks after receipt. If you use a paper application, please plan accordingly to ensure your license is renewed by 6/30/16.

LATE RENEWAL PENALTY

If you do not renew your license online or postmark your completed paper application by 8/30/16, you will be required to pay a LATE RENEWAL PENALTY of \$50. It is unlawful to work with a lapsed license.

EFFECTIVE DATE OF RENEWED LICENSE

The effective date of a renewed license will be the date a complete renewal application is filed with the Division as determined by 12 AAC 02.920 and 12 AAC 02.940.

GENERAL INFORMATION

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 or available online separately. For more information about business licenses, call (907) 465-2559 or online at BusinessLicense.Alaska.gov.

PAYMENT OF CHILD SUPPORT AND STUDENT LOANS: If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Postsecondary Education has determined you are in loan default, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 or the Postsecondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.

STATUTES AND REGULATIONS: The complete set of statutes and regulations for this program is available online at ProfessionalLicense.Alaska.Gov/CollectionAgencies

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

Regulations Specialist
Department of Commerce, Community & Economic
Development Division of Corporations, Business &
Professional Licensing
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