

VESSEL AGENT

ONLINE RENEWAL INSTRUCTIONS

– PLEASE READ –

- For registrations expiring 12/31/16
- For the renewal period 1/1/17- 12/31/2018
- **Registrations not renewed will lapse on 1/1/17**

ONLINE RENEWAL

You must know your registration 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 Board of Marine Pilots webpage.

Please note that the payment is submitted through a secure site managed by a State of Alaska vendor. If your computer security settings are set too high, redirection to that page may be blocked. Please check your firewall settings before contacting our office if this occurs.

GENERAL INFORMATION

PROCESSING TIME: Processing applications takes up to three weeks after receipt of a complete application and all required documentation. Plan accordingly to ensure your license is renewed by 12/31/16.

EFFECTIVE DATE OF RENEWED LICENSE: The effective date of a renewed license/registration 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. A complete application includes all supporting documents and fees.

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 Board of Marine Pilots. Fill out both forms and submit with the renewal fee by mail.

ADDRESS CHANGE: You may update your address as part of the online application process. You may also provide an email address if you would like to receive communication from the Division by email. In accordance with 12 AAC 02.900, you must notify the Division in writing of any name or address changes. The address of record will be used to send renewals and all other official notifications and correspondence.

EXPIRED LICENSES: There is no inactive license/registration status. If you choose not to renew your license before it expires, you may renew the license at a later date only after satisfying the applicable requirements of AS 08.62 and 12 AAC 56. Licenses which have expired more than five years cannot be renewed.

NAME CHANGE: If you are a sole proprietor or a partner and have had a legal name change since the last renewal was issued, enclose a certified true copy of the marriage certificate, court document, or other legal document verifying the change of name.

LICENSE TERM: Licenses/registrations are issued for a two-year period. However, all marine pilot licenses and vessel agent registrations expire December 31 of even-numbered years, regardless of the date of issuance, except licenses issued within 90 days of the expiration date which 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.

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 go online at BusinessLicense.Alaska.gov.

PUBLIC INFORMATION: Please be aware that all information on this renewal form will be available to the public unless required to be kept confidential by state or federal law. Information about current licensees is available on the Division's website at <https://www.commerce.alaska.gov/cbp/Main/CBPLSearch.aspx?mode=Prof>

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) 465-6900 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 by written request or online: <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardofMarinePilots.aspx>

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 on which you wish to receive updates to the following:

Regulations Specialist
Department of Commerce, Community & Economic Development
Division of Corporations, Business & Professional Licensing
PO Box 110806
Juneau, AK 99811-0806

Division website:

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

Board of Marine Pilots website:

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