



THE STATE  
of **ALASKA**  
*Online Renewal  
Instructions*

**Department of Commerce, Community,  
and Economic Development**

DIVISION OF CORPORATIONS, BUSINESS AND  
PROFESSIONAL LICENSING

**ONLINE APPLICATION PROCESSING:** Your license will be renewed upon completion of the online application. In order to complete the online renewal process, please review your license information carefully to determine if you need to make updates to your business information.

**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.

**NAME CHANGE:** If you have had a legal name change since your last license was issued, you may not renew online. You must complete the barcoded application mailed to you by the Division or download a renewal application from the Mechanical Administrator website, and provide a certified true copy of the legal document (marriage certificate, divorce decree, etc.) as proof of the change.

**LICENSE TERM:** Licenses are issued for a two-year period. However, all mechanical administrator licenses expire on December 31 of odd-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.

**ADMINISTRATOR ASSIGNMENTS:** Your administrator assignment and designations are identified for your review. As part of the online process you will be asked to confirm if there has been a change to your assignment. **If there has been a change to your assignment, you may not complete an online application.**

**LAPSED LICENSES:** There is no "inactive" license status. If you choose not to review your license before it expires, you may renew the license at a later date **only** after satisfying the continuing education requirements of Article 8 of 12 AAC 39. If you license lapses for more than two years, you will be required to retest. If your license is lapsed for more than five years you will need to apply for a new license.

**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](http://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) 465-6900 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 [ProfessionalLicense.Alaska.Gov/MechanicalAdministrators](http://ProfessionalLicense.Alaska.Gov/MechanicalAdministrators)

**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  
PO Box 110806  
Juneau, Alaska 99811-0806