

APPLICATION CHECKLIST
Certificate of Authorization for Corporate, LLC, or LLP Practice
12 AAC 36.135

State of Alaska Board of Registration for Architects, Engineers, and Land Surveyors
P.O. Box 110806
Juneau, Alaska 99811-0806
Phone (907) 465-2540 Fax (907) 465-2974
E-mail: license@alaska.gov

1. Completed [application](#). Application may be submitted via mail or fax (please choose only one method).
Emailed applications will not be accepted.
 2. Fees: \$500 (\$100 nonrefundable application fee, \$400 biennial registration fee). Payment can be received by check or money order payable to the State of Alaska, or credit card using the attached payment form. Please submit payment by fax or mail only. **Emailed payments will not be accepted.**
 3. Entity number/Certificate of registration from the State of Alaska's [Division of Corporations](#), or, if you are an out-of-state company, a letter from an officer explaining how the company meets a [corporate exemption](#).
 4. Certified NOTARIZED copy of **amendment** showing compliance with AS 08.48.241(b)(1) per the company type:
 - Corporation:** Amendment to Bylaws
 - LLC:** Amendment to Articles of Incorporation
 - LLP:** Amendment to Operating Agreement
 5. Certified NOTARIZED copy of **resolution** by the corporation's board of directors, the LLC's managing members or manager, or the LLP's general partners designating the Alaska-registered person(s) in responsible charge for each field or branch of service offered.
 6. Certified SEALED **statement** from the Alaska-registered person(s) designated in responsible charge.
 - Note:** #4, #5, and #6 must be discipline-specific if related to engineering.
 - Example: "**Civil** Engineering", not "Engineering"
 7. Documentation of corporation, LLC, or LLP's experience i.e., a company brochure or statement of experience. If the company is new, please provide a resume of each person in responsible charge.
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Applications will be processed within 10 business days.