



Concert Promoters Program
PO Box 110806, Juneau, AK 99811
Phone: (907) 465-2550
Email: ConcertPromoters@Alaska.Gov
Website: ProfessionalLicense.Alaska.Gov/ConcertPromoters

Concert Promoter Registration Application Instructions

"A person may not engage in the business of promoting concerts in the state without a valid promoter's certificate of registration issued by the department." "Concert" is defined as "a live, staged musical performance, comedy act, or other specialty act featuring any number of performers for which a ticket is sold in advance for purposes of profit by a concert promoter; the term does not include dramatic performances;" and a "promoter" means "a person who contracts for and arranges a concert for purposes of profit whether engaged full time or part time in the business of booking or hiring concerts." — AS 08.06.010, 08.92.090(1) and (3).

Read AS 08.92.070 for exemptions from license requirements.

The following must be received by the division before your application for Concert Promoter Registration can be reviewed:

1. APPLICATION

A signed, completed application (#08-4075, pages 1-3).

2. FEES

Fees made payable to "State of Alaska."

Nonrefundable Application Fee: \$125.00

Concert Promoter Registration Fee: \$500.00

Total Fees Due: \$625.00

3. AUTHORIZATION FOR RELEASE OF RECORDS

A completed Authorization for Release of Records form (#08-4075a).

4. SURETY BOND

A surety bond issued by an insurer or other surety company (which may be obtained by contacting your insurance agent), with the bonding company's power of attorney (and the bond must be signed by both the principal and the surety (#08-4075b);

- OR -

An original Time Certificate of Deposit (TCD) or Savings Passbook issued by a bank or trust company authorized to do business in Alaska. The certificate or passbook should read, "State of Alaska in trust for (Concert Promoter)." The original certificate or passbook is held by the state and must be accompanied by a completed, signed, and notarized Statement of Cash Deposit form (#08-4075c);

- OR -

A cashier's check. Cash will be deposited in a Trust Account established by the state, which does NOT pay interest. The cash must be accompanied by a completed, signed, and notarized Statement of Cash Deposit form (#08-4075c);

- OR -

As an alternative to the bond or cash deposit, a promoter may deposit in a trust account in a bank, savings and loan association, or licensed escrow agent, 50 percent of the advance ticket receipts accumulated for each concert promoted and provide the department with the number and location of the trust or escrow account.

General Information

APPLICATION PROCESSING:

The average time to process a paper application varies by program but can take several weeks from the date it is received in this office complete with all correct forms, supporting documents and appropriate fees paid. When the application is complete and correct, and all supporting documents have been received and all fees have been paid, the license will be issued. Start the process far enough in advance to allow for processing time. Applications are reviewed in order of receipt in our office, and walk-in customers should not expect immediate review.

LICENSE TERM:

There is no "inactive" status. If you choose not to renew your license, it will lapse. Licenses are issued for a two-year period and expire on December 31 of even-numbered years, regardless of the date of issuance, except licenses issued within 90 days of the expiration date 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.

PROFESSIONAL FITNESS QUESTIONS:

A "yes" response in the application does not mean your application will be denied. If you have responded "yes" to any professional fitness questions in the application, be sure to submit a signed and dated explanation, and the charging document and judgement.

DENIAL OF APPLICATION:

Please be aware that the denial of an application of licensure may be reported to any person, professional licensing board, federal, state, or local governmental agency, or other entity making a relevant inquiry or as may be required by law.

RANDOM AUDIT:

If your program requires continuing education, the Division will audit a percentage of the license renewals. If your license is randomly selected for audit, a letter will be sent with instructions to submit documentation as proof you satisfied the continuing competency requirements as stated on this renewal form. Licensees are randomly selected by computer and may be randomly selected as often as the computer program chooses. You must save your documents for at least four years so you can respond to audits.

ADDRESS OR NAME CHANGE:

In accordance with 12 AAC 02.900, it is the applicant's/licensee's responsibility to notify the Division, in writing, of changes of address or name. Name and address change notification forms are available on the Division's website. The address of record with the division will be used to send renewals and all other official notifications and correspondence. The name appearing on the license must be your current legal name.

CERTIFIED TRUE COPIES:

If any of the required documents will be issued under a former name, indicate on the application and submit marriage license and/or court documents that are notarized as a "certified true copy of the original document". To obtain a certified true copy, you must present the notary with the original document along with the photocopy. You must write, "I certify this is a true copy of the original document" and sign your name. The notary will compare the original document with the copy and then notarize your signature.

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 U.S. Social Security Number, please complete the Request for Exemption from Social Security Number Requirement form (#08-4372) located at *ProfessionalLicense.Alaska.Gov* or contact the division for a copy of the form. This form is required with every application if you do not have a U.S. Social Security Number.

PUBLIC INFORMATION:

Please be aware that all information on the application form will be available to the public, unless required to be kept confidential by state or federal law. Information about current licensees, including mailing addresses, is available on the division's website at *ProfessionalLicense.Alaska.Gov* under License Search.

ABANDONED APPLICATIONS:

Under 12 AAC 02.910, an application is considered abandoned when 12 months have elapsed since correspondence was last received from or on behalf of the applicant. An abandoned application is denied without prejudice. At the time of abandonment, the division will send notification to the last known address of the applicant, who has 30 days to submit a written request for a refund of biennial license and other fees paid. The application fee will not be refunded. If no request for refund is received within that timeframe, no refund will be issued, and all fees will be forfeited.

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 separately. For more information about business licenses, (907) 465-2550 or *BusinessLicense.Alaska.Gov*

STALE DOCUMENTS:

Application forms, authorizations and verifications older than 12 months from the date the document was received by the division will be considered stale; the document must be resubmitted as appropriate before the application will be considered by the division or a licensing board. Application documents include the application documents and verifications of licensure from other licensing jurisdictions. (12 AAC 02.915)

PAYMENT OF CHILD SUPPORT:

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 to resolve payment issues.

STATUTES AND REGULATIONS:

The complete set of statutes and regulations for this program are available by written request or online at the division's website: *ProfessionalLicense.Alaska.Gov*

If you would like to receive notice of all proposed regulation changes for your program, please send a request in writing with your name, preferred contact method (mail or email), and the specific program you want to be updated on to the address below.

Regulations Specialist
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
EMAIL: *RegulationsAndPublicComment@Alaska.Gov*



THE STATE
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Division of Corporations, Business and Professional Licensing

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Concert Promoter Registration Application

PART I Payment of Fees

Required Fees:	<input type="checkbox"/> Nonrefundable Application Fee	\$125.00
	<input type="checkbox"/> Registration Fee	\$500.00

PART II Business Information

Business Name:				Contact Phone:	
DBA Name:					
Mailing Address:	P.O. Box or Street	City	State	Zip	
Physical Address:	Street	City	State	Zip	
<p>EMAIL AGREEMENT: By choosing to receive correspondence on any matter affecting my license or other business with the Alaska Division of Corporations, Business and Professional Licensing, I agree to maintain an accurate email address through the MY LICENSE web page. I understand that failure to check my email account or to keep the email address in good standing may result in an inability to receive crucial information, potentially resulting in my inability to obtain or maintain licensure.</p>					
Email Address:				Select One:	<input type="checkbox"/> Send my Correspondence Electronically <input type="checkbox"/> Send my Correspondence by Mail
<p><i>Note: If both boxes are selected above, you will receive correspondence electronically.</i></p>					

PART III Ownership Information

Check the applicable box and provide the complete name(s) of the owner(s) including all partners, corporate officers, or managing members, whichever is appropriate; and provide U.S. Social Security Numbers and birthdates for sole proprietor or partners. AS 08.01.060 requires you to provide your United States Social Security Number. It is considered confidential information and will not be publicly disclosed; it may be used to verify inter-state licensure.

- Sole Proprietorship
 Partnership
 Corporation
 LLC/LLP

Full Name	Address	Social Security Number*	Date of Birth*

*Sole Proprietorship and Partners Only

PART IV Professional Fitness Questions

The following questions must be answered. "Yes" answers may not automatically result in license denial.

For each "yes" response to any question, you must provide an **explanation and documentation**. Use the letter of explanation form (#08-4752) appended to this application; include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. A separate letter of explanation form must be provided for each "yes" answer documented below. Documentation includes copies of court orders, charging documents, board, or license actions, etc.

When in doubt about your response, disclose and provide the required explanation and documents. Applications submitted without the required attachments will be considered incomplete and will not be processed.

The contents of licensing files are generally considered public records. If you believe that the additional information you are attaching to explain a "yes" answer should be considered confidential, state that in the attachment. A request for confidentiality may or may not be granted.

When in doubt, disclose and explain.

1. Have you or any owners been convicted of a crime or are you currently charged with committing a crime, or is any such action pending? For purposes of this question, "crime" includes a misdemeanor, felony, or a military offense, including (but not limited to) a conviction involving driving under the influence (DUI) or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license. "Convicted" includes having been found guilty by verdict of a judge or jury, having entered a plea of guilty, nolo contendere or no contest, or having been given probation, a suspended imposition of sentence, or a fine. Yes No
2. Have you or any owners had a professional license denied, revoked, suspended, or otherwise restricted, conditioned, or limited or have you surrendered a professional license, been fined, placed on probation, reprimanded, disciplined, or entered into a settlement with a licensing authority in connection with a professional license you have held in any jurisdiction including Alaska and including that of any military authorities or is any such action pending? Yes No

"Yes" Answers

If you answered "yes" to either of the above questions, you must submit signed and dated documentation explaining the specific circumstance(s) of the incident(s).

PART V Bonding

One of the following bonding types must be checked.

Original documents evidencing compliance to the requirements of AS 08.92.030 must be attached.

- Surety Bond
- or-
- Timed CD or Passbook Account
- or-
- Cash Deposit
- or-
- Escrow Account

Bank Name:

Account Number:



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Signature Page

Applicant Name:	
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PART VI Agreement

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted herewith are true and correct.

I understand that any falsification or misrepresentation of any item or response in this application, or any attachment hereto, or falsification or misrepresentation of documents to support this application, is sufficient grounds for denying, revoking, or otherwise disciplining a license, certificate, or permit to practice in the state of Alaska.

I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Applicant Signature:		Date Signed:	
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Authorization for Release of Records

I hereby authorize the Alaska Division of Corporations, Business, and Professional Licensing and its investigators to examine my employment, educational records, and records pertaining to litigation, judgments, suits and/or settlements, and any law enforcement records pertaining to me and discuss them with persons having possession of them. I also expressly permit and authorize the release of any and all such records pertaining to me to the Alaska Division of Corporations, Business, and Professional Licensing and its investigators.

I authorize the division to discuss my records with persons or organizations that are considered appropriate by the division in connection with an official investigation, and to provide copies of my records to those persons or organizations deemed appropriate by the division.

I request that upon presentation of this release, or a Certified True Copy thereof, that you provide copies of those records to the division and/or its investigators, and/or representatives of the Office of the Attorney General of the State of Alaska.

This authorization is given expressly in connection with the application (initial, renewal, reactivation) for issuance of a concert promoter registration.

I hereby release you, your organization, the Alaska Department of Commerce, Community, and Economic Development, Division of Corporations, Business, and Professional Licensing and its investigators, and all others directly and/or indirectly involved in this matter from any liability or damage which may result from furnishing the information requested.

This authorization expires one (1) year from the date of my signature below.

Name:	First	Middle	Last
Full Address:	P.O. Box or Street	City	State Zip
Phone:		Date of Birth:	
Email:			
Signature:		Date:	



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Surety Bond

Principal Name: (Applicant)					
DBA Name:					
Bond Number:		Effective Date:	mm/dd/yyyy	Expiration Date:	mm/dd/yyyy

KNOW ALL MEN BY THESE PRESENTS that we, the above-named concert promoter(s), as principal, and the agency named below, as surety, are held firmly bound to the State of Alaska, in the sum of FIVE THOUSAND DOLLARS (\$5,000) lawful money of the United States, for the payment of which, well and truly to be made, we and each of us, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITIONS OF THE ABOVE OBLIGATIONS ARE SUCH THAT: Whereas, the above bounden Principal has applied to the State of Alaska for registration as a Concert Promoter for the purpose of acting as a Concert Promoter required to register with the State of Alaska pursuant to AS 08.92.010 -.090 and the acts amendatory thereof and supplemental there to:

NOW THEREFORE, if the State of Alaska shall register the above bounden principal as a concert promoter and that principal shall faithfully and honestly act a concert promoter in accordance with law, and fully complies with the provisions of AS 08.92.010 -.090 of the State of Alaska and acts thereof and supplemental thereto, and if the principal shall fully indemnify and save harmless from loss the State of Alaska and any person who may have cause of action against the principal for any malfeasance or misfeasance in the conduct of concert promotion, then this obligation to be voided, otherwise to remain in full force and virtue.

LIABILITY UNDER THIS BOND commences on the date listed above and shall be continuous until the registration license is revoked or otherwise terminated by the Department of Commerce, Community, and Economic Development, State of Alaska (the Department) or until written notice from the Surety is received by the Department provided the bond has been cancelled for lawful reasons. The bond shall apply to all liens and liabilities which arise during the effective period of the bond to which the bond is applicable under law, even if the judgment liens are foreclosed or valid liens settled after the effective period of the bond or liabilities are enforced after the effective period of the bond.

IN WITNESS OF THE ABOVE, principal and surety have signed and sealed this bond on the date listed below.

Principal Signature: (Applicant)				Date Signed:	
Surety Name:					
Surety Signature:				Date Signed:	
Attorney-in-Fact:					
Agency Name:					
Agency Address:	Street	City	State	Zip	

THIS BOND IS NOT VALID UNTIL SIGNED BY BOTH PRINCIPAL AND SURETY.
Surety's Power of Attorney **must be attached**.

Surety's Seal
(Required)



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Statement of Cash Deposit Instructions

IMPORTANT: Take these instructions and the following assignment form to your bank.

A cash deposit, in an amount specified in AS 08.92.030, may be submitted to the department in lieu of a surety bond. The cash deposit can be in the form of a certificate of deposit issued by a bank or trust company authorized to do business in Alaska or a cashier's check to be deposited into the State Trust Account.

In order for the department to accept the certificate of deposit as security for the concert promoter's license the certificate must:

1. Be issued to the "State of Alaska in trust for" or similar words, the owner/s name(s) and the registered business name, (i.e., State of Alaska, ITF John Jones d/b/a Jones Concerts). If the type of ownership is a Corporation or LLC, the certificate should omit any personal name/s (i.e., State of Alaska, ITF Jones Productions, Inc.).
2. Be accompanied by a Statement of Cash Deposit form signed and notarized by the concert promoter and a bank representative acknowledging transfer of the funds to the department.

The cash deposit is subject to the purposes of AS 08.92.030 and shall remain on file with the state for a period of three years after one of the following circumstances:

- a surety bond is submitted to replace the cash deposit on file (the waiting period would begin on the date that the surety bond commences);
- OR -
- the expiration date of the license;
- OR -
- the suspension or revocation without reinstatement of the license; or
- OR -
- a notarized statement has been submitted to the department stating that the concert promoter has ceased doing business.

After the three-year waiting period has passed it is the concert promoter's responsibility to contact the department and request a Release of Cash Deposit form.

Important

A cash deposit will not transfer to another business entity. If the type of ownership of your business changes, i.e., changing from a sole proprietorship to a partnership, adding a partner, deleting a partner, or incorporating, the cash deposit will not transfer to another business entity. You will need to submit a separate cash deposit or surety bond for the new entity and the three-year waiting period for the original cash deposit would begin on the date the new entity is registered.



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Statement of Cash Deposit

12 AAC 21.120(a)(2): The Timed Certificate of Deposit MUST:

- Be payable to "State of Alaska in trust for;"
- Be issued for at least three years and be automatically renewable;
- Be signed by BOTH the concert promoter and the bank.

Applicant Name:			
DBA Name:			
For value received, the undersigned assigns and transfers to the State of Alaska one of the following in the amount of \$5,000.00:			
<input type="checkbox"/> Surety Bond <input type="checkbox"/> Time Certificate of Deposit <u>OR</u> Passbook Account <input type="checkbox"/> Cash Deposit			
Bank Name:			
Bank Address:	Street	City	State Zip
Deposit Number:		Amount of Deposit:	
If a concert promoter license number has been issued to you, enter it here:			
APPLICANT AND NOTARY			
The undersigned irrevocably constitutes and appoints the State of Alaska by and through its duly authorized agents as his/her/their Attorney-in-Fact to do all things necessary and appropriate to effectuate the purposes of this assignment. It is agreed and understood that this assignment shall remain in full force and effect for the period of time provided by law for actions against the surety bond. All persons whose names appear on the certificate or passbook account must sign below.			
Notary Stamp	Applicant Printed Name:		
	Applicant Signature:		
	Notary Public for State of:		Subscribed and Sworn to Before me on this Day:
	Notary Signature:		My Commission Expires:



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Professional Licensing

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Website: ProfessionalLicense.Alaska.Gov

Letter of Explanation for a Professional Fitness “Yes” Answer

Use this form only to explain and document any professional fitness “Yes” answers. A “Yes” answer is not necessarily disqualifying but concealing one may be.

Each “Yes” answer requires a separate explanation and associated documentation. Submit all relevant documentation with this form, even if you have previously provided it.

- **Explanations** include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. If the space provided is insufficient, make additional copies as needed.
- **Documentation** includes copies of court orders, charging documents, board or license actions, decisions against your professional certification, satisfaction of consent agreements (fines paid, community service completed, off probation, etc.), and fitness to practice letters (statement from your provider that you are safe to practice if you check “Yes” to any of the questions regarding mental or physical health, or drug or alcohol abuse or addiction).
- **Disciplinary actions** may include but not be limited to: suspension, surrender, revocation, probation, academic probation, reprimand, censure, restricted license, limited license, conditioned license, or letters of counseling, concern, advice, warning, caution, admonishment, or reprimand.

If you have multiple “Yes” answers or multiple incidents for any professional fitness question, you must use a separate copy of this form and provide a full explanation and documentation for each incident.

The contents of licensing files are public records. If you believe that the additional information you are attaching to explain a “Yes” answer should be considered confidential, state that in the attachment. A request for confidentiality may or may not be granted according to state law.



Write the professional fitness question number you are answering “Yes” to in the box.

Location of Incident:		Date of Incident:	
Explanation of Incident:			
When in doubt, disclose and explain. Make copies as necessary.			

Did you attach all applicable documents associated with this incident?

- Court orders
 Consent agreements
 Disciplinary actions
 Charging documents
 Court records
 Fitness to practice
 All other documentation related to this incident
 I have additional incidents for this “Yes” answer, or “Yes” answers to other Professional Fitness questions and have attached a separate copy of this form for each incident.

Full Name:		PL Code:	
Signature:		Date:	

You must submit one form for each “Yes” answer. Make copies of this form as necessary.



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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>