



# Department of Commerce, Community, and Economic Development

DIVISION OF ECONOMIC DEVELOPMENT

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## Made in Alaska

### Initial Application

#### Welcome

Thank you for inquiring about the Made in Alaska (MIA) Program. All qualified handicraft producers and manufacturers are encouraged to apply for certification and become part of the MIA Program. We look forward to working with you to increase exposure and sales of your MIA products.

The goal of the MIA Program is to identify products produced 51 percent or more in Alaska and assist with marketing of Alaskan manufactured products. The Division of Economic Development (DED) administers the MIA Program and products are certified according to the standards defined in Alaska statute AS 45.65 and Alaska Administrative Code 3 AAC 58.040-58.090.

Once certified, the manufacturer is issued a MIA certificate, permit number, and then may identify the product as being “Made in Alaska” by using the MIA emblem. The emblem is a registered trademark held by the State of Alaska. The MIA emblem depicts a mother bear and her cub in a rectangle form with “Made in Alaska” written below the bears. The emblem and permit number may be used as part of the specific product’s label or a generic MIA sticker may be attached to the product(s), but not used as a dominant feature of the label or product.

#### Permit Process

In order to receive a permit to use the MIA emblem on a product or handicraft item, a completed application must be submitted the DED office or the Program agent.

A separate permit is required for each of the applicant’s handicrafts or product lines. The annual permit fee for a MIA permit is \$25.00 per product line or a maximum of \$75.00 per permit holder.

A permit to use the MIA emblem is valid for one-year from the date the permit is issued. A permit may be renewed by:

1. submitting a completed permit renewal application; and
2. paying the required fees.

Once submitted, DED or the Program agent will review the application to verify information concerning the applicant’s product(s) through either a site inspection of the manufacturing facilities or other verification procedures.

Based on verification, the DED or a MIA Program agent will make determination as to whether the handicraft item or product(s) meet the MIA Program requirements. The Commissioner or a MIA agent must approve or disapprove an application or renewal application to use the MIA emblems within 30 days from the date of receipt of a completed application.

If the application or renewal is denied, the applicant may appeal the decision within 30 days of receiving notification. The applicant’s exclusive recourse shall be as follows:

1. The applicant may request reconsideration by the Commissioner.
2. The request for reconsideration must specify grounds that would support reversal of the denial.
3. Within 30 days after receipt of a written request for reconsideration, the Commissioner will issue a written decision. The Commissioner’s decision on reconsideration constitutes final administrative action by the department.
4. The applicant shall have no direct claims against the state.

## **Certification Requirements**

A permit to use the MIA emblem will be issued to an applicant who:

1. locates and maintains the handicraft or product manufacturing operation within the state;
2. produces a handicraft or manufactured product in the state in which the value-added processes were accomplished in the state;
3. uses Alaska resources and materials in the manufacturing or production of the product or handicraft, or provides documentation that the raw resources and materials do not exist with the state either in the form, quality, or quantity required for the production of the product or the handicraft;
4. has a current Alaska business license if required by AS 43.70;
5. submits a completed application and the required annual fees;
6. permits the inspection of the production or manufacturing site by the Commissioner or a MIA agent; and
7. complies with the requirements of AS 45.65.010—45.65.070 and 3 AAC 58.005—.900 to determine the eligibility of the product.

A finished product that is only partially manufactured within the state may be authorized to use the MIA emblem if:

1. the producer demonstrates that no manufacturing facility exists in this state with the capacity or expertise to do the work being accomplished outside the state; the Commissioner or MIA agent will not consider cost alone as a valid justification for using out-of-state manufacturing facilities; and
2. the majority of the value-added processes are accomplished in the state.

The printing industry is not eligible for a permit to use the MIA emblem for routine printing projects that involve printing or duplication of items or writings not created by the printer.

## **Utilizing the Made in Alaska Emblems**

The permit holder may obtain MIA emblems from authorized sources that conform to the requirements of AS 45.65.010—45.65.070 and 3 AAC 58.005—. 900. The representation of the emblem may be in the form of tags, stickers, rubberstamps, etc.

A permit holder may use a representation of that emblem on labels, letterheads, business cards, in-store and other advertising, and for other similar purposes.

The MIA emblem or a representation of that emblem may not be used in a manner that is false or misleading. The MIA emblem or a representation of that emblem may only be used without any modification to the design specified in 3 AAC 58.040(b). The MIA emblem or a representation of that emblem may not be incorporated into any business, company, or product logo or label.

The MIA emblem or a representation of that emblem may not be sold as art or as a dominant feature of a product logo or label unless approved by the commissioner in writing.

## Definitions

1. “handicrafts” means products that are produced for sale by a skilled craftsman, usually as a home occupation or in a small shop; each product requires individual attention, is produced in small quantities, and utilizes a minimum number of power tools;
2. “Made in Alaska” agent means a person who holds a valid permit issued under this chapter to serve as an agent for the Made in Alaska program;
3. “manufactured product” means a product that is built, formed, fabricated, or assembled from a raw or semi-finished material which is changed in character in the final product;
4. “product line” means a product or group of products that is manufactured utilizing similar materials and manufacturing processes and producing a finished product that is similar in form, content, and use;
5. “value-added process” means a process that changes a raw material or a basic industrial material into a more finished product or alters the function, shape, or appearance resulting in a product with increased value.

## Penalties for Misuse of Made in Alaska Emblem

Penalties for misuse of the Made in Alaska emblem seal are as follows:

**AS 08.45.65.060 PENALTIES** (c) A person who knowingly or willfully alters, changes, or counterfeits an identification seal or emblem is guilty of a Class B misdemeanor. (d) A person who knowingly or willfully sells, or offers to sale an article that is not made in the state but bears the MIA emblem is guilty of a Class B misdemeanor. (e) A person who knowingly or willfully uses the emblem for an article that is not made in the state is guilty of a Class B misdemeanor. (g) A person who has been issued a permit under AS 45.65.045 to issue permits to use the emblem is guilty of a Class B misdemeanor if the person knowingly or willfully issues a permit for an article that is not made in the state.

**3 AAC 58.075. REVOCATION AND DEBARMENT** (a) The permit of a person authorized to use the Silver Hand seal or the MIA emblem, or to act as an agent for either the Silver Hand or the MIA Program who is convicted of an offense under AS 45.65.060 is automatically revoked as of the date of the conviction. (b) Any person who is convicted of an offense under AS 45.65.060 is barred from any further participation in either the Silver Hand or MIA Program. After notice and opportunity for hearing, the commissioner will, in the commissioner’s discretion, revoke a permit for failure to comply with the requirements of AS 45.65.010—45.65.070 including the payment of fees, and this chapter.

## Business License

All applicants for a MIA permit must hold a current Alaska business license. A business license may be obtained electronically. To obtain a license, contact the State of Alaska, Division of Corporations, Business and Professional Licensing, Post Office Box 110806, Juneau, AK 99811-0806 or call (907) 465-2550 to obtain an application form. You may also go to their website at <https://www.commerce.alaska.gov/web/cbpl/BusinessLicensing.aspx> and purchase a license by credit card and print it from your computer. License may also be purchased in person at one of these division offices:

9th Floor State Office Building  
333 Willoughby Avenue  
Juneau, AK 99801  
(907) 465-2550

Atwood Building  
550 West 7th Avenue, Suite 1500  
Anchorage, AK 99501  
(907)269-8160

## Web Site Product Categories

Made in Alaska maintains an up-to-date website and all active permit holders are listed by product category. Please indicate on your application the product category or categories (maximum of two) that best describe your product(s) or product line(s) for each permit. Should you find that many categories are needed for your product line it may be an indication that you have too many items listed for inclusion within one permit. There are currently 56 product categories to choose from for your primary product category; chose a second one for your alternate product category.

Agriculture	Educational	Newspapers & Magazines
Alaska Novelties & Gifts	Electronics & Computers	Office Products & Supplies
Alaska Prints & Notecards	Embroidery & Screen Printing	Pet Food & Supplies
Antler, Bone & Ivory carvings	Fiber Art	Petroleum Products
Auto, Boats & Planes	Fine Art	Photography
Baskets	Fishing & Hunting	Quilts & Needlework
Beads & Beadwork	Foods	Screensavers
Beverages	Fur & Leather Products	Sculptures & Carvings
Body Care Products	Furniture & Home Furnishings	Seafood
Books & Publications	Gifts	Sewn Items & Cloth
Building & Construction	Glass Art	Signs & Banners
Candles	Handcrafted Items	Sports & Recreation
Candy & Confections	Holistic Health	Stained Glass
Ceramics & Pottery	Industrial	Stone & Lapidary Art
Children's Items	Jewelry	Toys & Games
Clothing & Apparel	Knives & Ulus	Wearable Art
Coffee Roasting	Lawn & Garden	Wildflower & Botanical Art
Collectibles & Commemorative	Metal Fabrication	Woodcrafts
Dolls	Music & Videos	

This application may be filled out electronically and saved. You may print a copy and type or neatly print all requested information into the form. If you have questions, call (907) 465-2510 or email [madeinalaska@alaska.gov](mailto:madeinalaska@alaska.gov). Please complete and mail this application with a check or money order payable to the "State of Alaska." Mail or Deliver to: Made in Alaska PO Box 110804, Juneau, AK 99811-0804.

Business Name: \_\_\_\_\_

First Name (Owner/Contact): \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Parent Company Name or dba: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_ Business License No. \_\_\_\_\_

Physical Address: \_\_\_\_\_ Same as Above

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_ Previous MIA Permit #: \_\_\_\_\_

Phone (Business): \_\_\_\_\_ Fax (Business): \_\_\_\_\_ Toll Free Phone: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ Fax (Home): \_\_\_\_\_ Selling Wholesale? Yes  No

Email Address: \_\_\_\_\_ Website Address: \_\_\_\_\_

Are you a new or established business: New  Established

Estimated gross sales for previous 12 month: \$ \_\_\_\_\_ (Please leave blank if new business)

If renewing, what percentage of those sales can be attributed to the MIA Program? \_\_\_\_\_

Including yourself and family members, do you have employees? Yes  No  If "YES" how many \_\_\_\_\_

Are you interested in referrals for developing your business: Yes  No  If "YES" what kind: \_\_\_\_\_

**Description of Handicraft type or Product Line. Use additional sheets if necessary.**

(Note: There is a \$25.00 annual fee for each separate product line and a \$75.00 maximum fee per person or company with more than three product lines.)

**Choose a product category and an alternate (page 4) and provide a brief description of product for each:**

Product Category #1 _____	Alternate Product Category #1 _____
(1)	
Product Category #2 _____	Alternate Product Category #2 _____
(2)	
Product Category #3 _____	Alternate Product Category #3 _____
(3)	

Where is your manufacturing operation located in Alaska? Please describe and give physical location, i.e. home, shop, garage, plant, etc. Describe who handicrafts or produces the products and where do they reside? If non-Alaska residents are involved in the manufacturing or packaging of these products explain their involvement:

Describe any part or component of the handcrafted item(s) or product(s) manufactured outside of Alaska. Is this item(s) available from an Alaskan origin or resource? If so, explain why you do not obtain these items from Alaska origin or resource:

Percentage of Alaskan content and source used that makes up the final product:  
\_\_\_\_\_% purchased from Alaskan wholesaler(s) / \_\_\_\_\_% purchased from Alaskan retailer(s)  
(Please attach additional information if needed.)

**You may enclose photos, drawings, samples or other information in support of your application.**

**Affidavit:** This affidavit must be signed by the owner or a corporate officer and requires two witnesses or be notarized. I, the undersigned, do hereby certify that I (we) manufacture a product or handicraft item in Alaska and that this product or handicraft item satisfies the requirements for the Made in Alaska Program as specified by this permit application. I (we) request authorization to use the Made in Alaska emblem to identify products or handicraft items specified above. In addition, I (we) take full responsibility for the proper use of said emblem in accordance with AS 44.65.020 - 44.65.070 and 3 ACC 58.005-900. I (we) consent to an on-site inspection, by appointment, of our manufacturing facilities by the DED or a MIA Program agent:

Owner Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

1. Witness Name (Print) \_\_\_\_\_ Phone \_\_\_\_\_

Witness Signature \_\_\_\_\_

2. Witness Name (Print) \_\_\_\_\_ Phone \_\_\_\_\_

Witness Signature \_\_\_\_\_

Check attached:     Yes         No        Check # \_\_\_\_\_ (Do not mail cash)

**Do Not Write Below this Line**

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APPROVED     DISAPPROVED    \_\_\_\_/\_\_\_\_/\_\_\_\_ by: \_\_\_\_\_

By Affidavit     On-site Inspection by: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Number(s) Assigned:



The State of Alaska  
 Department of Commerce, Community, and Economic Development  
 Division of Economic Development  
 PO Box 110804  
 Juneau, AK 99811-0804  
 Phone: (907) 465-2510  
 Fax: (907) 465-2103

SOA/Date stamp use only:

**CREDIT CARD PAYMENT**

For security purposes, please **do not email** credit card information **or mail cash**. Fax or mail this form with the completed renewal information to the Division of Economic Development. Completion of this form is not proof of payment until the division processes the information herein. If any information on this form is not legible, the form will be rejected. Please print.

Name of Applicant or Permit holder: \_\_\_\_\_  
*Corporate or Individual (first, middle, last)*

I wish to make payment by credit card for the following (*check all that apply*):

<input type="checkbox"/> Initial Application Fee \$25 Per Product Category	_____	Amount \$
<input type="checkbox"/> Renewal Fee \$25 Per Product Category	_____	
<input type="checkbox"/> Labels or Stickers Total Amount	_____	
<b>TOTAL:</b>	_____	

Print Name on Credit Card: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address (Optional): \_\_\_\_\_

Credit Card Type:  Visa       MasterCard      (Do not email any credit card information.)

 Signature of Credit Card Holder: \_\_\_\_\_

Credit Card # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_      CVC# \_\_\_\_

The credit card information will be destroyed upon processing of the transaction and payment.