THE STATE of ALASKA

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

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FOR DIVISION USE ONLY

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
Business Licensing Section
Street: 333 Willoughby Avenue, 9th Floor, Juneau, AK 99801
Mail: PO Box 110806, Juneau, AK 99811-0806
Phone: (907) 465-2550 • Fax: (907) 465-2974
Website: *BusinessLicense.Alaska.Gov*

Business License: Address Change

AS 43.70.020(a)(1) and 12 AAC.030(4)

Per 12 AAC 02.900, a business must maintain current and valid addresses on file at all times and must notify the Division in writing of a change in address.

This form is only to notify the Business License Section of a business's address changes.

- File this form in-between business license renewal periods.
- Online filing is not available for this form; submit this form hardcopy via fax or US Mail.
  → Tip: print a confirmation page from your fax machine that all pages were successfully faxed.
- For security reasons, DO NOT EMAIL forms and/or payments.

Other Business License changes and forms:

- Form 08-4181: A change in the business name and/or business owner requires a new business license.
- Form 08-4731: Change of NAICS Codes
- Form 08-4104: Owner's Legal Name Change *(such as maiden name to married name)*
- Form 08-4733: 30-Day Allowable Changes

For more information go to www.BusinessLicense.Alaska.Gov and click on Changes to *Business Licenses FAQs.*

Separate address change notification is required to the Corporations and Professional Licensing Sections.

Processing Time: Standard processing time from March-September is 10-15 business days. During heavy business license filing seasons, October-February, the processing time will be delayed. Filings are reviewed in date order received. We do not offer expediting services.

No Fee:	☒ There is no fee associated with this filing.	**$0.00**

1. Business License Name: (must match name on the business license certificate.

Business License Name: _____

Business License Number *(mandatory)*: _____

2. Mailing Address Change:

PREVIOUS Mailing Address: _____

NEW Mailing Address: _____

(Provide the complete address: Mailing Address, City, State, and ZIP Code)

3. Physical Address Change: (No P.O. Boxes)

PREVIOUS Physical Address: _____

NEW Physical Address: _____

(Provide the comp complete address: Mailing Address, City, State, and ZIP Code)

4. Additional Business Contact Information:

Phone and Fax Numbers: _____

Email Addresses and Websites: _____

5. Signature

The request to change the address for this business license must be signed by the owner of the business.

- If the business is a sole proprietor, then the sole individual owner must sign.
- If the business is a partnership, then one of the owning partners must sign.
- If the business is owned by an entity, then the signer must be on the record with this office as an authorized signer for the owning entity and identify their signing authority, such as: corporation President or LLC member. Example: John Doe, President of owning entity XYZ Incorporated.

By my signature below, I declare under the penalty of perjury that the information provided on the application is true and correct to the best of my knowledge:

Signature of Owner: _____ **Date:** _____

Printed Name of Owner: _____

Title of Owner: _____

(Provide title based on the type of organization, such as; Sole Proprietor, Partner, or President of <owner entity name>, etc.)

Select one of the following options for after the filing has been processed:	☐ Additional Fee: $5 per copy If you want this office to mail a copy of the updated business license, Submit to this office, *Business License: Certificate Copy Request* (form 08-4080), along with the appropriate fees. _____ ☐ Free: Print a copy of the updated business license from the web at: *www.BusinessLicense.Alaska.Gov*

<u>IMPORTANT</u>: Update other address on record with this division. If the above addresses are also on record with any of the following, then you must submit separate notification:

Corporations Section: *www.Corporations.Alaska.Gov*

- Entity's Addresses: Submit hardcopy Entity Address Changes (form 08-4764).
- Registered Agent: Submit hardcopy the appropriate Statement of Change based on your specific entity type, along with its $25 filing fee.
- Officials: Submit the Biennial Report, if due, along with its filing fees; or, for in-between reports, submit hardcopy the appropriate Notice of Change of Officials based on your specific entity type, along with its $25 filing fee.

Professional Licensing Section: *www.ProfessionalLicense.Alaska.Gov*

- Professional license address changes, submit hardcopy form 08-4764.