



State of Alaska  
Department of Commerce, Community, and Economic Development  
Division of Corporations, Business and Professional Licensing  
Board of Registration for Architects, Engineers and Land Surveyors  
333 Willoughby Avenue, 9th Floor, State Office Building  
P.O. Box 110806, Juneau, Alaska 99811-0806  
Phone: (907) 465-2540 ★ Fax: (907) 465-2974  
E-mail: [license@alaska.gov](mailto:license@alaska.gov)

---

**WHEN TO USE FORM #08-4409, APPLICATION FOR AMENDMENT OF  
CERTIFICATE OF AUTHORIZATION FOR CORPORATE, LIMITED LIABILITY  
COMPANY (LLC), OR LIMITED LIABILITY PARTNERSHIP (LLP) PRACTICE**

**You already have a Certificate of Authorization and you have made changes in:**

- Your corporate name
- The person(s) designated in responsible charge
- Added endorsements for field(s) of practice
- Altered ownership of the corporation/ the membership of the limited liability company/ or the partners of the limited liability partnership.

**1. YOU MUST AMEND YOUR CORPORATE AUTHORIZATION WITHIN 30 DAYS OF EFFECTIVE DATE OF THE CHANGE. FILL OUT THE AMENDMENT APPLICATION, INCLUDE THE \$75.00 FEE AND PROVIDE THE ATTACHMENTS NEEDED TO PROCESS THE AMENDMENT.**

**A. ATTACHMENTS NEEDED IF YOU HAVE A CHANGE IN CORPORATE, LLC, OR LLP NAME:**

1. Photocopy of certificate from the Corporations section of the Division of Corporations, Business and Professional Licensing showing the new corporate, LLC, or LLP name.
2. Certified NOTARIZED copy of the corporate board of directors, the managing members or manager of the LLC, or the general partners of the LLP's resolution to change the name.

**B. ATTACHMENTS NEEDED IF YOU HAVE A CHANGE IN PERSON(S) DESIGNATED IN RESPONSIBLE CHARGE:**

1. Certified NOTARIZED copy of the corporate board of directors, the managing members or manager of the LLC, or the general partners of the LLP's resolution designating the current Alaska-registered professional in responsible charge for each branch of practice. (See sample resolution attached.)
2. Certified statement from person(s) designated as being in responsible charge. See sample statement attached.

**C. ATTACHMENTS NEEDED IF YOU HAVE A CHANGE IN FIELD(S) OF PRACTICE:**

1. Certified NOTARIZED copy of the amendment to corporate, LLC or LLP bylaws indicating each field in which the corporation, LLC, or LLP wishes to practice. (See sample amendment to bylaws attached.)
2. Certified NOTARIZED copy of the corporate board of directors' resolution, the managing members or manager of the LLC, or the general partners of the LLP's resolution designating the current Alaska-registered professional in charge for each branch of practice. (See sample resolution attached.)

**D. ATTACHMENTS IF YOU HAVE A CHANGE IN OWNERSHIP OF THE CORPORATION, LLC, OR LLP:**

No attachments, just fill out the Application For Amendment For Certificate Of Authorization For Corporate, LLC, or LLP Practice, listing the new owner, membership, or partners as applicable.

**ALASKA BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS,  
AND LAND SURVEYORS  
STATUTES REGARDING AMENDMENT OF CERTIFICATE OF AUTHORIZATION**

**AS 08.48.241 Corporations, limited liability companies, or limited liability partnerships**

(a ) (3) a designation in writing setting out the name of one or more persons holding certificates of registration under this chapter who are in responsible charge of each major branch of the architectural, engineering, land surveying, or landscape architectural activities in which the corporation, limited liability company, or limited liability partnership specializes in this state; if a change is made in the person in responsible charge of a major branch of the architectural, engineering, land surveying, or landscape architectural activities, the change shall be designated in writing and filed with the board within 30 days after the effective date of the change.

**AS 08.48.241** (c) The board may, in the exercise of its discretion, refuse to issue, or may suspend or revoke a certificate of authorization to a corporation, limited liability company, or limited liability partnership if the board finds that any of the corporation's officers, directors, or incorporators, any of the stockholders holding a majority of the stock of the corporation, any of the limited liability company's organizers, managers, or managing members, or any of the limited liability partnership's general partners has committed misconduct or malpractice, or has been found personally responsible for misconduct or malpractice under the provisions of this chapter.

**AS 08.48.241** (e) If a corporation, limited liability company, or limited liability partnership, that is organized solely by either a group of architects, a group of engineers, a group of land surveyors, or a group of landscape architects, each holding a certificate of registration under this chapter, applies for a certificate of authorization, the board may, in its discretion, grant a certificate of authorization to the corporation, limited liability company, or limited liability partnership based on a review of the professional records of the incorporators of the corporation, organizers of the limited liability company, or partners who formed the limited liability partnership, in place of the required qualifications set out in this section. If the ownership of the corporation is altered, the membership of the limited liability company is altered, or the partners of the limited liability partnership change, the corporation, limited liability company, or limited liability partnership shall apply for a revised certificate of authorization, based upon the professional records of the owners of the corporation, the members of the limited liability company, or the partners of the limited liability partnership, if exclusively architects, engineers, land surveyors, or landscape architects, or otherwise under the qualifications required by (b)(1)—(4) of this section.



- A. Attachments needed if you have a change in corporate, LLC, or LLP name:
1. Photocopy of certificate from Division of Corporations, Business and Professional showing the new corporate, LLC, or LLP name.
  2. Certified NOTARIZED copy of the corporate board of directors, the managing members or manager of the LLC, or the general partners of the LLP's resolution to change the corporate name.
- B. Attachments needed if you have a change in person(s) designated in responsible charge:
- Certified NOTARIZED copy of the corporate board of directors, the managing members or manager of the LLC, or the general partners of the LLP's resolution designating the current Alaska-registered professional in responsible charge for each branch of practice. (See sample resolution attached.)
- C. Attachments needed if you have a change in field(s) of practice:
1. Certified NOTARIZED copy of the amendment to corporate, LLC or LLP bylaws indicating each field in which the corporation, LLC, or LLP wishes to practice. (See sample amendment to bylaws attached.)
  2. Certified NOTARIZED copy of the corporate board of directors' resolution, the managing members or manager of the LLC, or the general partners of the LLP's resolution designating the current Alaska-registered professional in charge for each branch of practice. (See sample resolution attached.)

10. GENERAL INFORMATION QUESTION: Since the date of your last renewal or amendment, has the corporation, LLC, or LLP or any of the person(s) designated in responsible charge or any principles of the corporation, LLC, or LLP been found guilty of misconduct, dishonesty, fraud, incompetence, and/or gross negligence in the practice of architecture, engineering, land surveying, landscape architecture or had a professional license denied, revoked, suspended, or otherwise restricted, conditioned, or limited or has the corporation, LLC, LLP or any of the person(s) designated responsible charge or any principles of the corporation, LLC, or LLP 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 held in any jurisdiction including Alaska and including that of any military authorities or is any such action pending? If yes, please attach explanation with legal documentation.

☐ Yes      ☐ No

11. All information provided with this application is considered public information.

**12. I certify under penalty of perjury that the information furnished is true and correct.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Contact Person

Title: \_\_\_\_\_

## SAMPLE RESOLUTION

Be it resolved by the General Partners of: \_\_\_\_\_  
Name of LLP

Be it resolved by the Managing Members or Manager of: \_\_\_\_\_ (AS 10.50.990)  
Name of LLC

Be it resolved by the Board of Directors of \_\_\_\_\_, Inc., that  
(Name of Corporation)

\_\_\_\_\_, Registration No. \_\_\_\_\_, is hereby designated as  
(Name of Person in Responsible Charge)

the person responsible for the practice of \_\_\_\_\_ by \_\_\_\_\_  
(Branch of Practice) (Name of Corporation, LLC, LLP)

\_\_\_\_\_ in the State of Alaska; and has full authority to make all final decisions with respect to  
\_\_\_\_\_ work performed by the corporation, LLC, or LLP in the State of Alaska.  
(Branch of Practice)

**NOTE: A similar paragraph should be constructed for each field and/or branch of service offered by the corporation, LLC, or LLP.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
\_\_\_\_\_  
President or Other Authorized Officer

SEAL

## SAMPLE CERTIFICATION OF RESOLUTION

State of \_\_\_\_\_ )  
City and Borough (or County) of \_\_\_\_\_ ) ss.

I, \_\_\_\_\_, being first duly sworn according to law, depose and say:  
(Name of Authorized Officer)

I am the \_\_\_\_\_ of \_\_\_\_\_  
(Title (such as Secretary)) (Name of Corporation, LLC, LLP)

The foregoing is a complete, true, and correct copy of a resolution adopted by the director of said corporation, or the managing members or manager of said LLC; or the general partners of said LLP on \_\_\_\_\_.  
(Date)

Said meeting was called and held in accordance with the bylaws of said corporation, or the articles of organization or operating agreement of said LLC; or the general partners of said LLP, and a quorum was present at all times.

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Title

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
\_\_\_\_\_

\_\_\_\_\_  
Notary Public for \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**NOTE: Substitute the appropriate professional discipline for the services the corporation is providing.**

**SAMPLE AMENDMENT TO BYLAWS**

AMENDMENT

TO

BY LAWS

OF

**JOHN DOE, INC.**

The bylaws of JOHN DOE, INC. are hereby amended to include as an addition the following:

ARTICLE XX

**PRACTICE OF CIVIL ENGINEERING,**  
**ELECTRICAL ENGINEERING AND ARCHITECTURE**

The corporation shall at all times maintain a currently registered civil engineer who shall be designated in responsible charge of all civil engineering performed by the corporation, and shall further at all times maintain a currently registered electrical engineer who shall be designated in responsible charge of all electrical engineering performed by the corporation and shall further at all times maintain a currently registered architect who shall be designated in responsible charge of all architectural work performed by the corporation. Such Alaska registrants shall have full authority with regard to all professional decisions and projects in their respective fields and/or branches.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(SEAL)

\_\_\_\_\_  
President or other Authorized Officer

**SAMPLE CERTIFICATION OF AMENDMENT TO BYLAWS**

State of \_\_\_\_\_ )  
 ) ss.  
City and Borough (or County) of \_\_\_\_\_ )

I, \_\_\_\_\_, being first duly sworn according to law, depose and say:  
(Name of Authorized Officer)

I am the \_\_\_\_\_ of \_\_\_\_\_.  
(Title (such as Secretary)) (Name of Corporation)

The foregoing is a complete, true, and correct copy of a resolution adopted by the director of said corporation on  
\_\_\_\_\_.  
(Date)

Said meeting was called and held in accordance with the bylaws of said corporation and a quorum was present at all times.

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Title

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public for \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**NOTE: Substitute the appropriate professional discipline for the services the LLC is providing.**

**SAMPLE AMENDMENT TO ARTICLES OF ORGANIZATION  
OR OPERATING AGREEMENT**

OF

**JOHN DOE, LLC**

The articles or organization or operating agreement of JOHN DOE LLC is/are hereby amended to include as an addition the following:

ARTICLE XX

**PRACTICE OF CIVIL ENGINEERING,  
ELECTRICAL ENGINEERING AND ARCHITECTURE**

The LLC shall at all times maintain a currently registered civil engineer who shall be designated in responsible charge of all civil engineering performed by the LLC, and shall further at all times maintain a currently registered electrical engineer who shall be designated in responsible charge of all electrical engineering performed by the LLC and shall further at all times maintain a currently registered architect who shall be designated in responsible charge of all architectural work performed by the LLC. Such Alaska registrants shall have full authority with regard to all professional decisions and projects in their respective fields and/or branches.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(SEAL)

\_\_\_\_\_  
President or other Authorized Officer

**SAMPLE CERTIFICATION OF AMENDMENT TO ARTICLES OF ORGANIZATION  
OR OPERATING AGREEMENT**

State of \_\_\_\_\_ )  
 ) ss.  
City and Borough (or County) of \_\_\_\_\_ )

I, \_\_\_\_\_, being first duly sworn according to law, depose and say:  
(Name of Authorized Officer)

I am the \_\_\_\_\_ of \_\_\_\_\_.  
(Title (such as Secretary)) (Name of LLC)

The foregoing is a complete, true, and correct copy of a resolution adopted the managing members or manager of said LLC on  
\_\_\_\_\_.  
(Date)

Said meeting was called and held in accordance with the articles of organization or operating agreement of said LLC and a quorum was present at all times.

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Title

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public for \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**NOTE: Substitute the appropriate professional discipline for the services the corporation is providing.**

**SAMPLE AMENDMENT TO PARTNERSHIP AGREEMENT OF THE LLP**

AMENDMENT  
TO  
PARTNERSHIP AGREEMENT  
OF  
**JOHN DOE, LLP**

The partnership agreement of JOHN DOE, LLP is hereby amended to include as an addition the following:

ARTICLE XX

**PRACTICE OF CIVIL ENGINEERING,  
ELECTRICAL ENGINEERING AND ARCHITECTURE**

The LLP shall at all times maintain a currently registered civil engineer who shall be designated in responsible charge of all civil engineering performed by the LLP, and shall further at all times maintain a currently registered electrical engineer who shall be designated in responsible charge of all electrical engineering performed by the LLP and shall further at all times maintain a currently registered architect who shall be designated in responsible charge of all architectural work performed by the LLP. Such Alaska registrants shall have full authority with regard to all professional decisions and projects in their respective fields and/or branches.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(SEAL)

\_\_\_\_\_  
President or other Authorized Officer

**SAMPLE CERTIFICATION OF AMENDMENT TO PARTNERSHIP AGREEMENT**

State of \_\_\_\_\_ )  
 ) ss.  
City and Borough (or County) of \_\_\_\_\_ )

I, \_\_\_\_\_, being first duly sworn according to law, depose and say:  
(Name of Authorized Officer)

I am the \_\_\_\_\_ of \_\_\_\_\_.  
(Title (such as Secretary)) (Name of LLP)

The foregoing is a complete, true, and correct copy of a resolution adopted by the managing partners of said LLP on

\_\_\_\_\_.  
(Date)

Said meeting was called and held in accordance with the partnership agreement of said LLP and a quorum was present at all times.

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Title

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public for \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



## STATEMENT OF PERSON IN RESPONSIBLE CHARGE

I, \_\_\_\_\_ acknowledge and agree to the designation of the registrant in responsible charge for the practice of \_\_\_\_\_ (field of practice) for \_\_\_\_\_ (name of corporation, LLC or LLP). My state registration number is \_\_\_\_\_ and expires on \_\_\_\_\_.

**I certify under penalty of unsworn falsification that the information furnished is true and correct. (AS 11.56.210)**

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Person in Responsible Charge

\_\_\_\_\_  
Signature of Person in Responsible Charge

(PROFESSIONAL SEAL)



THE STATE  
of **ALASKA**

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

FOR DIVISION USE ONLY

State of Alaska  
Department of Commerce, Community, and Economic Development  
Division of Corporations, Business and Professional Licensing  
PO Box 110806, Juneau, AK 99811  
Phone: (907) 465-2550

## 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!

1. Account Number: \_\_\_\_\_

2. Expiration Date: \_\_\_\_\_

3. Billing ZIP Code: \_\_\_\_\_

4. Security Code: \_\_\_\_\_

All four fields **MUST**  
be completed!

This section will be  
destroyed after the  
payment is processed.