



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

**INSTRUCTIONS FOR APPLICATION FOR ALASKA CERTIFICATE OF AUTHORIZATION
FOR CORPORATE, LIMITED LIABILITY COMPANY (LLC), OR LIMITED LIABILITY PARTNERSHIP (LLP)
PRACTICE OF ARCHITECTURE, ENGINEERING,
LAND SURVEYING, OR LANDSCAPE ARCHITECTURE**

- Read Alaska Statutes and Regulations for Architecture, Engineering, Land Surveying, and Landscape Architecture, in particular AS 08.48.241 CORPORATIONS, LLC, LLP, and 12 AAC 36.135. REVIEW OF APPLICATION FOR CORPORATE, LLC, OR LLP AUTHORIZATION (see attachment).
- Complete Form 08-610, APPLICATION FOR CERTIFICATE OF AUTHORIZATION FOR CORPORATE, LLC, OR LLP PRACTICE OF ARCHITECTURE, ENGINEERING, LAND SURVEYING, OR LANDSCAPE ARCHITECTURE.

APPLICATION MUST BE TYPED AND MUST INCLUDE THE FOLLOWING:

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 (\$200 nonrefundable application fee, \$300 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.

DIVISION INFORMATION

Corporations: <https://www.commerce.alaska.gov/web/cbpl/Corporations.aspx>

Professional Licensing, Board of Registration for Architects, Engineers, and Land Surveyors:
<https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardofArchitectsEngineersandLandSurveyors.aspx>

Business Licensing: <https://www.commerce.alaska.gov/web/cbpl/BusinessLicensing.aspx>

All sections: P.O. Box 110806 Juneau, AK 99811-0806

Phone: 907-465-2550

**ALASKA BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS,
AND LAND SURVEYORS' STATUTES AND REGULATIONS
CONCERNING CORPORATE CERTIFICATE OF AUTHORIZATION**

Sec. 08.48.241. Corporations, limited liability companies, and limited liability partnerships. (a) This chapter does not prevent a corporation, limited liability company, or limited liability partnership from offering architectural, engineering, land surveying, or landscape architectural services; however, the corporation, limited liability company, or limited liability partnership shall file with the board

(1) an application for a certificate of authorization upon a form to be prescribed by the board and containing information required to enable the board to determine whether the corporation, limited liability company, or limited liability partnership is qualified in accordance with the provisions of this chapter to offer to practice architecture, engineering, land surveying, or landscape architecture in this state;

(2) a certified copy of a resolution of the board of directors of the corporation, the managing members or manager of the limited liability company, or the general partners of a limited liability partnership designating persons holding certificates of registration under this chapter as responsible for the practice of architecture, engineering, land surveying, or landscape architecture by the corporation, limited liability company, or limited liability partnership in this state and providing that full authority to make all final architectural, engineering, land surveying, or landscape architectural decisions on behalf of the corporation, limited liability company, or limited liability partnership with respect to work performed by the corporation, limited liability company, or limited liability partnership in this state is granted by the board of directors of the corporation, the managing members or manager of the limited liability company, or the general partners of the limited liability partnership to the persons designated in the resolution; however, the filing of this resolution does not relieve the corporation, limited liability company, or limited liability partnership of any responsibility or liability imposed upon it by law or by contract;

(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.

(b) Upon filing with the board the application for certificate of authorization, certified copy of resolution, affidavit, and designation of persons specified in this section, the board shall, subject to (c) of this section, issue to the corporation, limited liability company, or limited liability partnership a certificate of authorization to practice architecture, engineering, land surveying, or landscape architecture in this state upon a determination by the board that

(1) the bylaws of the corporation, the articles of organization or operating agreement of the limited liability company, or the partnership agreement of the limited liability partnership contain provisions that all architectural, engineering, land surveying, or landscape architectural decisions pertaining to architectural, engineering, land surveying, or landscape architectural activities in this state will be made by the specified architect, engineer, land surveyor, or landscape architect in responsible charge, or other registered architects, engineers, land surveyors, or landscape architects under the direction or supervision of the architect, engineer, land surveyor, or landscape architect in responsible charge;

(2) the application for certificate of authorization states the type of architecture, engineering, land surveying, or landscape architecture practiced or to be practiced by the corporation, limited liability company, or limited liability partnership;

(3) the applicant corporation, limited liability company, or limited liability partnership has the ability to provide architectural, engineering, land surveying, or landscape architectural services;

(4) the application for certificate of authorization states the professional records of the designated person who is in responsible charge of each major branch of architectural, engineering, land surveying, or landscape architectural activities in which the corporation, limited liability company, or limited liability partnership specializes;

(5) the application for certificate of authorization states the experience, if any, of the corporation, limited liability company, or limited liability partnership in furnishing architectural, engineering, land surveying, or landscape architectural services during the preceding five-year period;

(6) the applicant corporation, limited liability company, or limited liability partnership meets other requirements related to professional competence in the furnishing of architectural, engineering, land surveying, or landscape architectural services as may be adopted by the board in furtherance of the objectives and provisions of this chapter.

(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.

(d) The certificate of authorization must specify the major branches of architecture, engineering, land surveying, or landscape architecture of which the corporation, limited liability company, or limited liability partnership has designated a person in responsible charge as provided in this section. The certificate of authorization shall be conspicuously displayed in the place of business of the corporation, limited liability company, or limited liability partnership, together with the names of persons designated as being in responsible charge of the professional activities.

(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.

(f) A corporation, limited liability company, or a limited liability partnership authorized to offer architectural, engineering, land surveying, or landscape architectural services under this chapter, together with its directors, officers, managing members, manager, and partners for their own individual acts, is responsible to the same degree as the designated individual registered architect, engineer, land surveyor, or landscape architect, and shall conduct its business without misconduct or malpractice in the practice of architecture, engineering, land surveying, or landscape architecture as defined in this chapter.

(g) If the board, after a proper hearing, finds that a corporation, limited liability company, or limited liability partnership holding a certificate of authorization has committed misconduct or malpractice, the board shall suspend or revoke the certificate of authorization. The board shall also suspend or revoke the certificate of registration of any registered individual architect, engineer, land surveyor, or landscape architect who, after a proper hearing, is found by the board to have participated in committing the misconduct or malpractice.

(h) Drawings, specifications, designs, and reports, when issued in connection with work performed by a corporation, limited liability company, or limited liability partnership under its certificate of authorization, shall be prepared by or under the responsible charge of and shall be signed by and stamped with the official seal of a person holding a certificate of registration under this chapter.

12 AAC 36.135. REVIEW OF APPLICATION FOR CORPORATE, LIMITED LIABILITY COMPANY OR LIMITED LIABILITY PARTNERSHIP AUTHORIZATION. An applicant who meets the requirements on the checklist established by the board in this section has demonstrated the necessary qualifications for a certificate of authorization for corporate, limited liability company or limited liability partnership practice. An applicant who does not meet the requirements on this checklist or whose responses on the application form do not clearly show that the applicant is qualified to receive a certificate of authorization will not be issued a certificate unless the board further reviews the application and determines that the applicant meets the qualifications in AS 08.48.241 for a certificate of authorization. A certificate of authorization for corporate, limited liability company or limited liability partnership practice will be issued to an applicant who submits

(1) a completed form for application that includes the

(A) name and address of the corporation, limited liability company, or limited liability partnership;

(B) type of architecture, engineering, land surveying, or landscape architecture practiced by the corporation, limited liability company, or limited liability partnership;

(C) name and current Alaska registration number of the registrant who will be in responsible charge for the activities of the corporation, limited liability company, or limited liability partnership in this state of each branch of practice requiring registration under AS 08.48;

(D) names of the majority stockholders of the corporation, limited liability company, or limited liability partnership; and

(E) signature and title of an agent authorized by the corporation, limited liability company, or limited liability partnership, to apply for corporate, limited liability company, or limited liability partnership authorization under this chapter.

(2) the corporation, limited liability company, or limited liability partnership certification fee in 12 AAC 02.110;

(3) a certified copy of a resolution of the board of directors of the corporation, limited liability company, or limited liability partnership that

(A) designates an individual with a current registration in this state as responsible for each field of practice; and

(B) provides that full authority to make all final practice decisions on behalf of the corporation, limited liability company, or limited liability partnership for work performed by the corporation, limited liability company, or limited liability partnership in this state is granted by the board of directors to the individual designated in the resolution as responsible for the relevant field of practice;

(4) a copy of the bylaws of the corporation, limited liability company, or limited liability partnership showing that the corporation, limited liability company, or limited liability partnership has complied with the requirements in AS 08.48.241(b)(1);

(5) *repealed*

(6) a statement of the experience of the corporation, limited liability company, or limited liability partnership in each field of practice of architecture, engineering, land surveying, or landscape architecture during the five years before the date of application.

State of Alaska
 Department of Commerce, Community, and Economic Development
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 Phone: (907) 465-2540 Fax: (907) 465-2974
 E-mail: AELSboard@alaska.gov

For Department Use Only

**APPLICATION FOR CERTIFICATE OF AUTHORIZATION
 FOR CORPORATE, LIMITED LIABILITY COMPANY (LLC), OR
 LIMITED LIABILITY PARTNERSHIP (LLP) PRACTICE**

Fee: ☐ \$500 (\$200 application fee plus \$300 certification fee) ☐ \$20 wall certificate (OPTIONAL)

1. Name of Corporation, LLC, or LLP									
2. Address		City	State						
3. Name of Contact Person		Title	Telephone Number						
4. Business Name (may be same as corporate, LLC, or LLP name)									
4a. If you provide services under more than one business name, please list: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black;"></div> <div style="width: 45%; border-bottom: 1px solid black;"></div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black;"></div> <div style="width: 45%; border-bottom: 1px solid black;"></div> </div>									
5. Name(s) of majority stockholders (attach separate sheet if necessary) <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black;"></div> <div style="width: 45%; border-bottom: 1px solid black;"></div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black;"></div> <div style="width: 45%; border-bottom: 1px solid black;"></div> </div>									
6. Field(s) of Corporate, LLC, LLP Practice: <input type="checkbox"/> Architecture <input type="checkbox"/> Land Surveying <input type="checkbox"/> Landscape Architecture <input type="checkbox"/> Agricultural Engineering <input type="checkbox"/> Civil Engineering <input type="checkbox"/> Chemical Engineering <input type="checkbox"/> Control Systems <input type="checkbox"/> Engineering Electrical <input type="checkbox"/> Engineering <input type="checkbox"/> Environmental Engineering <input type="checkbox"/> Fire Protection Engineering <input type="checkbox"/> Industrial Engineering <input type="checkbox"/> Mechanical Engineering <input type="checkbox"/> Metallurgical Engineering <input type="checkbox"/> Mining and Mineral Processing Engineering <input type="checkbox"/> Naval Architecture and Marine Engineering <input type="checkbox"/> Nuclear Engineering <input type="checkbox"/> Petroleum Engineering <input type="checkbox"/> Structural Engineering		7. Designation of person(s) in responsible charge. Attach separate list if necessary. NOTE: Any future change in responsible charge must be made by submitting a certified, notarized resolution of the board of directors within 30 days after the change. There is a \$75 fee. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Name</th> <th style="width: 33%;">Field of Practice</th> <th style="width: 33%;">Alaska Registration No.</th> </tr> </thead> <tbody> <tr> <td style="height: 150px;"></td> <td></td> <td></td> </tr> </tbody> </table>		Name	Field of Practice	Alaska Registration No.			
Name	Field of Practice	Alaska Registration No.							

8. GENERAL INFORMATION QUESTION: 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

9. GENERAL INFORMATION FOR CORPORATE, LLC, OR LLP APPLICANTS:
A. All information provided with this application is considered public information.
B. Must include fees; amendment to bylaws; resolution of corporation's board of directors, LLC's managing members or manager, or LLP's general partners; and evidence of corporation, LLC, or LLP's ability to provide service.
C. Each business name under which corporation, LLC, or LLP provides service must be licensed through the business licensing office.

10. 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 **LLP**: _____
Name of LLP

Be it resolved by the Managing Members or Manager of **LLC**: _____
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

(CORPORATE, LLC, OR LLP 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, 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, 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: _____

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 _____, _____.

(CORPORATE SEAL)

President or other Authorized Officer

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

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 an amendment to Bylaws 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: _____

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

OF

JOHN DOE, LLC

The articles of 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 _____, _____.

(LLC SEAL)

President or other Authorized Officer

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

**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 an amendment to the articles of organization or operating agreement adopted by 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: _____

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 _____, _____.

(LLP SEAL)

President or other Authorized Officer

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

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 an amendment to the partnership agreement 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)

APPLICATION CHECKLIST
Application for Certificate of Authorization (COA)
Corporate, LLC, or LLP Practice

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

There are three steps to bringing a corporation, LLC, or LLP into compliance if architectural, engineering, land surveying, or landscape architectural services are offered in the State of Alaska. These three steps must go in the following order:

1. Obtain certificate of authority from the Division of **Corporations** or meet one of the [exemptions](#).
<https://www.commerce.alaska.gov/web/cbpl/Corporations.aspx>
2. Obtain a Certificate of Authorization (COA) from **Professional Licensing**, Board of Architects, Engineers & Land Surveyors (AELS) authorizing your company to offer architectural, engineering, land surveying, or landscape architectural services in Alaska.
3. Obtain business license from **Business Licensing**.
<https://www.commerce.alaska.gov/web/cbpl/BusinessLicensing.aspx>

Please use this checklist to assure that you have completed and enclosed all required documentation.

- ☐ Completed [application](#). Application may be submitted via mail or fax (please choose only one method).
Emailed applications will not be accepted.
- ☐ Fees: \$500 (\$200 nonrefundable application fee, \$300 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.**
- ☐ 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](#).
- ☐ 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
- ☐ 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.
- ☐ 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"
- ☐ 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.



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.