

State of Alaska  
Department of Commerce, Community, and Economic Development  
Division of Insurance  
333 Willoughby Avenue, 9th Floor State Office Building  
P.O. Box 110805, Juneau, Alaska 99811-0805  
(907) 465-2515  
Website: <http://www.commerce.state.ak.us/insurance/Insurance/licensing.html>

## Firm Instructions

We will not accept any obsolete forms for processing due to the nature and the number of changes reflected in these forms. Please discard any licensing forms you have (revised prior to 2008) in order that you do not experience delays due to filing obsolete forms. Our forms are now available on the Internet at <http://www.commerce.state.ak.us/insurance>. Applicants may file the NAIC Business Entity Application available at <http://www.nipr.com>.

Application fees are NONREFUNDABLE (3 AAC 31.010).

A firm and all individuals transacting insurance business in this state or relative to a subject resident, located, or to be performed in this state, must be licensed.

Applications not completed within four months from the dated filed will be considered withdrawn and a new application and application fees will be required pursuant to AS 21.27.040(f).

**IF YOU WISH TO WITHDRAW YOUR APPLICATION AT ANY TIME DURING THE APPLICATION PROCESS, PLEASE CONTACT THIS DIVISION.**

### FORM FILING REQUIREMENTS

#### RESIDENT

- NAIC Uniform Application
- Application Fee
- Individual Application is required for Designated Responsible Person (Compliance Officer)

#### NONRESIDENT

- NAIC Uniform Application
- Application Fee
- Individual Application is required for Designated Responsible Person (Compliance Officer)

### Compliance Officer Information

Designated compliance officer is responsible for the actions of the firm and all representatives of the firm.

**Once licensed by the State of Alaska, you are required to notify the division within 30 days of any of the following occurrences:**

- Change in compliance officer
- Change in place of business
- Change in name as reflected on license
- Suspension revocation, or disciplinary of an insurance license by another state or jurisdiction
- Change in residence
- Change in telephone number
- Change in mailing address
- Action by another state or jurisdiction or criminal prosecution
- Change in electronic (e-mail) address

Answers to Frequently Asked Questions (FAQs) are available at <http://www.commerce.state.ak.us/insurance/Insurance/programs/Licensing/Misc%20Info/Frequently%20Asked%20Questions.pdf>

Applications not completed within four months from the date filed will be considered withdrawn and a new application and application fees will be required pursuant to AS 21.27.040(f).

If an applicant submits a paper application when the application may be filed electronically, an additional processing fee of \$50.00 is required in addition to the application fee. (See Bulletin 09-04)

**BIENNIAL LICENSE FEES**

	Firm Resident or Nonresident	Paper Filing
Insurance Producer (Any Line(s)), Independent Adjuster, Reinsurance Intermediary Manager/Broker, Managing General Agent, Trainee Independent Adjuster, Bail Bond, Travel, Title, Motor Vehicle Rental, Crop, Credit	\$ 75.00	\$ 50.00
1033 Consent Application	\$300.00	
Viatical Settlement Broker/Representative	\$100.00	
Surplus Lines Broker	\$300.00	\$ 50.00
Third Party Administrator or Viatical Settlement Provider	\$300.00	
Exempt Managing General Agent, Exempt Reinsurance Intermediary Broker, Exempt Reinsurance Intermediary Manager, Exempt Third Party Administrator	\$100.00	
Unlicensed Nonresident Adjuster	\$ 0	

**ELECTRONIC FILINGS**

	Residents	Nonresidents
Initial Application or License Reinstatement for Producers, Adjusters, Surplus Lines, Limited Lines Licensees, License Amendment to add lines, types or classes to a license	Electronic filing available at <a href="https://pdb.nipr.com/html/nriWelcome.html">https://pdb.nipr.com/html/nriWelcome.html</a>	Electronic filing available at <a href="https://pdb.nipr.com/html/nriWelcome.html">https://pdb.nipr.com/html/nriWelcome.html</a>
License Renewal for Producers, Adjusters, Surplus Lines, Limited Lines Licensees	Electronic filing available at <a href="https://pdb.nipr.com/html/eriWelcome.html">https://pdb.nipr.com/html/eriWelcome.html</a>	Electronic filing available at <a href="https://pdb.nipr.com/html/nriWelcome.html">https://pdb.nipr.com/html/nriWelcome.html</a>
Address Change*	Electronic filing available at <a href="https://pdb.nipr.com/ACR/SignIn">https://pdb.nipr.com/ACR/SignIn</a>	Electronic filing available at <a href="https://pdb.nipr.com/ACR/SignIn">https://pdb.nipr.com/ACR/SignIn</a>
E-mail Address	<a href="http://www.commerce.alaska.gov/insurance/apps/EmailUpdate/Login.aspx">http://www.commerce.alaska.gov/insurance/apps/EmailUpdate/Login.aspx</a>	

\*Except changing to a new resident (home) state or an address change filing for a firm.