



**STATE OF ALASKA**  
**Department of Commerce, Community and Economic Development**  
**Division of Corporations, Business and Professional Licensing**  
**BUSINESS LICENSE PROGRAM**  
P.O. Box 110806  
Juneau, Alaska 99811-0806  
Phone: (907) 465-2550  
Website: [www.commerce.state.ak.us/occ/home](http://www.commerce.state.ak.us/occ/home)

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## **BUSINESS LICENSE APPLICATION & INSTRUCTIONS**

This application may be used to purchase a new business license or renew an existing business license.

### **NEW Business License:**

Any individual, partnership, or company which engages in business activity in Alaska must have a business license. Business activity includes both nonprofit and for profit operations.

### **RENEWING an existing Business License:**

Choose this option only if there are no changes to your existing business license other than a change of address or phone number, or the addition or removal of a tobacco endorsement. Lapsed license fees must be paid for any lapsed years and you may not renew a business license that has been expired for more than 2 years.

**1. BUSINESS NAME:** Select your business name carefully. Once a Business License is issued, the business name cannot be changed without purchasing a new license. Do not use the acronym "dba" in your official business name. You must operate and advertise in the exact name listed on the Business Name section of your application. A separate business license is required for each business name.

Conduct a thorough search of business names before applying for your business license. Companies that have used a business name for a long period of time may have created a common law right to the use of the name. Places to search include, but are not limited to, the internet, business license records, corporations registration records, professional license records, telephone directories, trade magazines, trademark records, and catalogs.

To protect your business name from use by other companies, you may want to formally register your business name. The purchase of a business license does not automatically register the business name. Please be aware that enforcement of a Business Name Registration is a civil legal matter and not the responsibility of the State of Alaska. For general information, statutes and regulations, visit the Corporations website at [www.commerce.state.ak.us/occ/home.htm](http://www.commerce.state.ak.us/occ/home.htm). The Division staff cannot provide legal counsel. Please consult an attorney for detailed information.

**2. BUSINESS LICENSE FEES:** Business License fees are \$50 per year and may be purchased for 1 or 2 years. All business licenses expire on December 31st regardless of the date of purchase. The expiring year depends on your choice of an annual (1 year) or biennial (2 year) license. Payment can be made by check, money order, MasterCard or Visa. Make checks payable to the State of Alaska. Credit card payment forms are available on the website at [www.commerce.state.ak.us/occ/home.htm](http://www.commerce.state.ak.us/occ/home.htm)

You may be qualified for a discounted Business License fee of \$25.00 per year, if you are applying for or are currently registered as a Sole Proprietor and you are 65 years or older or will turn 65 during the licensing period to which you are applying, and you are willing to provide your date of birth. *Alaska statute requires that you provide your date of birth to qualify for the discount. The discounted fee is not available to Partnerships (two or more people no matter their age), Corporations, LLCs, LLPs, or LPs.*

Tobacco endorsements are \$100 per location in addition to the Business License fee. Tobacco Endorsements expire on the same date as the business license to which they are attached. For more information read the instructions on the Tobacco Endorsement page. The Tobacco Endorsement page must be submitted with the application.

**3. OWNERSHIP INFORMATION:** If applying as a Sole Proprietor, list one name; if a Partnership, list all partners names and attach a separate sheet if necessary; if a Corporation, LLC, LLP or LP or Other, list the registered entity name, for example, XYZ LLC or XYZ Inc. For more information on the types of ownerships or the tax implications for the different ownership types, please consult an accountant or attorney.

#### 4. ADDITIONAL LICENSE/REGISTRATION NUMBERS MAY BE REQUIRED:

ALASKA ENTITY NUMBERS: To avoid delays in processing, provide your Alaska Entity Number. An Alaska Entity number is required for Corporations, LLCs, LLPs, and LPs. For more information regarding Alaska Entity numbers visit the Corporations Section's website at [www.commerce.state.ak.us/occ/home.htm](http://www.commerce.state.ak.us/occ/home.htm)

PROFESSIONAL LICENSE NUMBERS: Certain professions require additional licensing. If the NAICS code you have chosen falls within a regulated profession a business license **cannot be issued** unless you are able to provide a current professional license number that has been issued by the Division of Corporations, Business and Professional Licensing. NAICS codes listed in **italicized, bold print** may require professional licensing. For example, in order for a construction contractor to receive a business license they must provide a valid professional license number on the business license application.

**5. NAICS CODES:** A separate business license is required for each line of business or business activity. For example, if you have a retail store and a lodge, you will need a separate business license for each business activity. You must list a primary NAICS Code on the application; a secondary NAICS Code is optional but must be in the same line of business as the primary code. A list of NAICS Codes can be found at the following website.

[www.commerce.state.ak.us/occ/pub/Lines\\_of\\_Business.pdf](http://www.commerce.state.ak.us/occ/pub/Lines_of_Business.pdf)

#### ADDITIONAL INFORMATION

##### **BUSINESS LICENSES ARE NOT TRANSFERABLE:**

A new Business License is required for the following:

- A change in the business name
- A change in the line of business
- A change in the ownership of the business; for example if the business is sold
- A change in the ownership type; for example if you are a sole proprietor and become an LLC or a corporation
- A license that is expired more than two years

\*If you are changing from one ownership type to another please indicate your previous or current license number in the area indicated on the application.

**BRANCH OFFICES:** One license will cover branch offices of the same business as long as all of the branches engage in the same activity (line of business) AND use the exact same name. Conversely, a business which engages in several different activities in a single location will require more than one business license.

**EXEMPTIONS:** You do not have to purchase a business license if your business activity is an Investment Club or if you hold one of the following licenses:

- Fisheries business licenses issued by Alaska Department of Revenue or Alaska Department of Fish and Game.
- Liquor licenses issued by Alaska Department of Revenue for alcohol sales only.
- Insurance licenses issued by State of Alaska Division of Insurance.
- Mining licenses issued by Alaska Department of Revenue.

An Exemption may exist under business licensing statutes but may not exist under other agency and/or program statutes. In fact, a business license may be required by other State Agencies or Programs.

For example, business licensing statutes provide an exemption to fisheries businesses if they hold a fisheries business license issued by the Alaska Department of Revenue or Alaska Department of Fish and Game; however, Alaska Department of Fish and Game requires Sport Fish Companies / Businesses to have a Business License issued by the Division of Corporations, Business and Professional Licensing in addition to the Sport Fish license.

Companies that hold the above licenses are clearly exempt from business licensing requirements if they are operating within the activities outlined by the other State Agency's license; however, if the business engages in additional activities beyond the scope of the Industry license, they will need a business license. For example, a liquor store is exempt from business licensing if it sells liquor only; if it sells tobacco products, sundries, etc., it needs a business license with a tobacco endorsement.

If you think you are exempt from business licensing, please consult a licensing examiner about your specific situation.



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**BUS/TOB**

OFFICE USE ONLY

**ALASKA BUSINESS LICENSE APPLICATION**

Please choose **ONE** of the following options:

- NEW Business License**                       **RENEWAL Business License Number** \_\_\_\_\_  
 Previous License Number \_\_\_\_\_  
 If Applicable: \_\_\_\_\_ \*see instructions

**1. BUSINESS NAME:** \_\_\_\_\_  
*Enter the name you will be doing business as. You must operate and advertise in the exact name listed.*

<b>MAILING ADDRESS:</b>	<b>PHYSICAL ADDRESS:</b>
_____	_____
<i>Street Address or PO Box</i>	<i>Street Address</i>
_____	_____
<i>City                      State                      Zip</i>	<i>City                      State                      Zip</i>

**2. BUSINESS LICENSE FEE(S):** Make check payable to State of Alaska

Check only **ONE** option:     **2010 Annual - \$50**                       **2010 & 2011 Biennial - \$100**

**Sole Proprietor – 65 & Over Fee:** For businesses registered as a Sole Proprietor (one individual owner) who is 65 or over. This fee is NOT AVAILABLE to Partnerships (two or more individuals), Corporations, LLCs, LLPs, or LPs.

**2010 Annual - \$25**                       **2010 & 2011 Biennial - \$50**                      **Date of Birth (Required):** \_\_\_\_\_

**Tobacco Endorsement:** \$100 PER ENDORSEMENT LOCATION (in addition to business license fee). Tobacco endorsements will expire on the same date as the business license to which they are attached and are renewable with the business license.

**Number of Tobacco Endorsement locations:** \_\_\_\_\_ X \$100 = \$\_\_\_\_\_. **List locations of Tobacco Endorsements on page 2.**

**3. OWNERSHIP INFORMATION:** Choose ownership type.

**Sole Proprietor**     **Partnership**     **Corporation**     **LLC**     **LLP**     **LP**     **Other**

**Name(s) of Owner(s) OR Entity Name:** \_\_\_\_\_

*Clearly print name of Sole Proprietor (one individual owner) OR all partner names if a Partnership (if necessary, list partners on a separate page) OR Entity name if a Corporation, LLC, LLP, or LP.*

**4. ADDITIONAL LICENSE/REGISTRATION NUMBERS MAY BE REQUIRED:**

**Alaska Entity Number:** \_\_\_\_\_ **Professional License Number:** \_\_\_\_\_  
*Required for Corporation, LLC, LLP, LP                      If applicable*

**5. NAICS CODE:** Choose the NAICS code that best describes your Line of Business. The Secondary code is optional and must fall within the same business activity category as the Primary code. NAICS codes may be researched on our website at [www.commerce.state.ak.us/occ/pub/Lines\\_of\\_Business.pdf](http://www.commerce.state.ak.us/occ/pub/Lines_of_Business.pdf)

**Primary NAICS Code:** \_\_\_\_\_ **Secondary NAICS Code:** \_\_\_\_\_  
*Codes listed in italicized bold print on the NAICS code list require a professional license before a business license can be issued.*

**By signing this application I declare, under penalty of perjury, that this application is true and complete, including any information provided in the tobacco endorsement section.**

PRINTED NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ PHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**To avoid processing delays do not leave any area of the application incomplete**

**TOBACCO ENDORSEMENT**  
**In accordance with Alaska Statute 43.70.075**

Complete this form if your business will sell tobacco products. A tobacco endorsement is required for each location or outlet where tobacco products are sold.

A tobacco endorsement cannot stand on its own: it must be attached to a business license.

**Tobacco Endorsement Fee(s): \$100 per location in addition to the business license fee.**

**EXPIRATION DATE:** Tobacco endorsements will expire on the same date as the business license to which they are attached. Tobacco endorsements must be renewed at the same time as the business license to which they are attached.

**REQUIRED SIGNAGE:** A *"The sale of tobacco products to persons under the age 19 is illegal"* sign will be mailed to you with your business license and must be displayed at each location where tobacco is sold. This sign must be displayed in a conspicuous location to a person purchasing or consuming tobacco products. There are significant penalties for improper sales of tobacco products. It is the licensee's responsibility to be familiar with the proper sales of tobacco.

List the physical address of each location tobacco products will be sold:

**BUSINESS NAME** (Must be the same as listed on Business License Application):

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1. Physical location where tobacco will be sold:

City:	State: AK	Zip Code:

FEE: \$100.

2. Physical location where tobacco will be sold:

City:	State: AK	Zip Code:

FEE: \$100.

3. Physical location where tobacco will be sold:

City:	State: AK	Zip Code:

FEE: \$100.

4. Physical location where tobacco will be sold:

City:	State: AK	Zip Code:

FEE: \$100.

5. Physical location where tobacco will be sold:

City:	State: AK	Zip Code:

FEE: \$100.

6. Physical location where tobacco will be sold:

City:	State: AK	Zip Code:

FEE: \$100.

Copy this form or attach additional pages to purchase or renew more tobacco endorsements.



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**CREDIT CARD PAYMENT**

For security purposes, please **do not email** credit card information. Mail this form to the Division. Completion of this form is not proof of payment until the division processes the information contained herein. If any information on this form is illegible, the form will be rejected. Please print.

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

License Number (if applicable): \_\_\_\_\_

Type of License: \_\_\_\_\_

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

- |   |       |        |
|---|-------|--------|
| <input type="checkbox"/> Application fee          | _____ | Amount |
| <input type="checkbox"/> License (or renewal) fee | _____ |        |
| <input type="checkbox"/> Fine                     | _____ |        |
| <input type="checkbox"/> Other (specify): _____   | _____ |        |

**Total:** \_\_\_\_\_

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

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

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

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

Credit Card Type (check one):       VISA                       MASTERCARD

**Card Number:** \_\_\_\_\_

**Please provide the 3-digit security code number from the back of the card:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_