



THE STATE  
of **ALASKA** *Department of Commerce, Community, and Economic Development*  
*Division of Corporations, Business and Professional Licensing*

**Business Licensing Section**

State Office Building, 333 Willoughby Avenue, 9th Floor

PO Box 110806, Juneau, AK 99811-0806

Phone: (907) 465-2550 • Fax: (907) 465-2974

Email: [businesslicense@alaska.gov](mailto:businesslicense@alaska.gov)

Website: [BusinessLicense.Alaska.Gov](http://BusinessLicense.Alaska.Gov)

---

## **NEW APPLICATION: Alaska Business License And Tobacco Endorsements Instructions**

This application is to purchase a new business license and/or a new tobacco endorsement(s).

For immediate processing you may file online and print your business license: [www.BusinessLicense.Alaska.Gov](http://www.BusinessLicense.Alaska.Gov)

If you are applying for a new tobacco endorsement you must apply by hardcopy (paper) application. Online filing is not available at this time for new tobacco endorsement applications.

If you need to purchase renew an existing business license, file online or submit the *RENEW Alaska Business License application* (Form 08-4617).

To avoid delays do not leave any applicable area of the new business license application incomplete.

---

### **1. BUSINESS NAME**

Select your business name carefully. Business license fees are not refundable once the business license has been issued.

- Check your spelling. Special characters and symbols are not valid and will not be accepted.
- You must operate and advertise in the exact business name listed on the business name section of your application
- Do not use the acronym "DBA" in your official business name unless you intend to advertise in the exact full name on the business license including the "DBA".

Example: "Aurora Borealis Mountain Adventures Corporation DBA Northern Lights Climbing Adventures"

- If applying as "Northern Lights Climbing Adventures" then this must be the exact business name used for advertising. Note: the DBA would be implied by "Aurora Borealis Mountain Adventures Corporation" being listed as the owner of "Northern Lights Climbing Adventures".
- If applying as "Aurora Borealis Mountain Adventures DBA Northern Lights Climbing Adventures Corporation" then this must be the full and exact business name used for advertising.
- If the name you wish to use on a business license has an entity indication (such as: INC, LLC, LLP, or LP) then same name must be used for the owner name (which is required in Item #3) and must match the entity name on record with the Corporations Section. Note: the entity number will be required in Item #3 on the application.
- If the owner of the business license is a corporate subsidiary, this information is reflected through corporate record and not on the business license.
- 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.

### **2. BUSINESS LICENSE FEES:**

Business license fees are non-refundable once the business license has been issued. 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.

## SELECT ONLY ONE OF THE BELOW BUSINESS LICENSE FEE OPTIONS:

### REGULAR FEE

Regular business license fees are \$50 per year and may be purchased for one or two years.

**Or, if you are a sole proprietorship you *may* qualify for one of the two discounts below:**

### POSSIBLE DISCOUNTED FEE #1 — Senior Discount

To qualify for a senior discounted business license fee of \$25.00 per year you must:

- be applying for a sole proprietor only. The senior discounted fee is not available to other types of businesses; such as partnerships (two or more people no matter their age), corporations, LLCs, LLPs, LPs or other;

#### AND

- be 65 years or older or will turn 65 during the licensing period in 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 senior discount.

Only one qualified discount may be applied to a business license fee. You will need to qualify for a discount for each business license that you own; the discount then remains valid at renewal. AS 43.70.030(a)

— or —

### POSSIBLE DISCOUNTED FEE #2 — Disabled Veteran Discount

To qualify for a disabled veteran discounted business license fee of \$25.00 per year you must:

- be applying for a sole proprietor only. The disabled veteran discounted fee is not available to other types of businesses; such as partnerships (two or more people no matter their age), corporations, LLCs, LLPs, LPs or other;

#### AND

- you must provide a copy of your service connected disability determination letter from Veteran Affairs;

#### AND

- to initially receive this discount you must apply by hardcopy (paper application), do not apply online.

Only one qualified discount may be applied to a business license fee. You will need to qualify for a discount for each business license that you own; the discount then remains valid at renewal. AS 43.70.030(a)

**Tobacco Endorsement Fees:** \$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 portion of the application. The Tobacco Endorsement application must be completed and submitted with the business license application if you are purchasing a Tobacco Endorsement.

Tip: The tobacco endorsement fee is a flat rate of \$100 per location, whether you purchase a one or two-year business license. For a bargain, purchase your business license with tobacco endorsement(s) for a two year period.

Make checks payable to State of Alaska. Once the Business License/Endorsements have been issued the fees are not refundable.

**IMPORTANT:** Additional license/registration numbers may be required. Per Alaska Statute 43.70.020(d) you must comply with corporations and professional licensing provisions to be entitled to a business license. To avoid delays in your business license application provide the following required information when applicable.

### 3. OWNERSHIP INFORMATION:

Provide the type of organization which will own this business license.

- Sole Proprietor (*one natural individual*) – the State of Alaska defines Sole Proprietor as one (1) individual. This is different from the IRS, which allows a husband and wife (married couples) to file taxes as a sole proprietor. If the business is owned by a sole proprietor then list only one (1) individual's name on the Alaska Business License application. If the business license is owned by a husband and wife then the owner type may be a partnership.
- Partnership (*two or more persons: natural individuals and/or entities*) – list all partners names and attach a separate sheet if necessary. If one or more of the partners is an entity then you must, per AS 43.70.020(d), provide the entities' Alaska Entity Number(s). For more information including how to check the status of an entity, to ensure it is in Good Standing with the Corporation Section, go to: [www.Corporations.Alaska.Gov](http://www.Corporations.Alaska.Gov)
- LLC, LLP, LP or Corporation (*i.e. business corporation, professional corporation, religious corporation, non-profit corporation, or cooperative corporation*) – list the registered entity name (for example: XYZ L.L.C. or XYZ Inc.) and you must, per AS 43.70.020(d), provide the entities' Alaska Entity Number. For more information including how to check the status of an entity, to ensure it is in Good Standing with the Corporations Section, go to: [www.Corporations.Alaska.Gov](http://www.Corporations.Alaska.Gov)
- Other (*i.e. trust, tribe, village, municipality, etc.*) – if the organization is not one of the above and you select this option, you must provide a description of the type of organization this business will operate as.

For more information on the types of ownerships or the tax implications for the different ownership types, please consult an accountant or attorney.

NOTE: Business licenses are not transferable. A change in ownership will require a new business license.

**IMPORTANT: ADDITIONAL LICENSE/REGISTRATION NUMBERS MAY BE REQUIRED.** Per Alaska Statute 43.70.020(d) you must comply with regulatory provisions (i.e., professional license or corporate registration) to be entitled to a business license. To avoid delays in your business license application provide the required information when applicable.

If you are an entity you must be in compliance (good standing) with the Corporations Section and if you have a professional license it must be valid and current to renew your business license. To check the status of your entity or professional license go to: [www.BusinessLicense.Alaska.Gov](http://www.BusinessLicense.Alaska.Gov) then under *Quick Links* select *License Search*.

### 4. NAICS Codes

Provide the NAICS (North American Industry Classification System) codes which best describes your primary and secondary lines of business activities. A list of NAICS Codes can be found at the following website here: [www.BusinessLicense.Alaska.Gov](http://www.BusinessLicense.Alaska.Gov) then select *Line of Business/Alaska NAICS Codes*.

NOTE: Prior to 10/29/2014 a business license was only permitted one line of business per business license. Effective 10/29/2014 a business license may have multiple lines of business.

#### **IMPORTANT:**

Any line of business subject to professional license, per AS 43.70.020(d), must be listed as the primary and secondary lines of business under AS 43.70.020(a)(2) on the business license application.

If any business activities fall within a regulated profession, a business license cannot be issued until you have obtained a current professional license issued by the Division's Professional Licensing Section. For more professional licensing information, including professional licensing exemptions, go to: [www.ProfessionalLicense.Alaska.Gov](http://www.ProfessionalLicense.Alaska.Gov)

- For example: in order for a construction contractor to receive a business license they must provide a valid professional contractor's license number on the business license application.
- To determine if the NAICS code for your business activity requires a professional license go to: [www.BusinessLicense.Alaska.Gov](http://www.BusinessLicense.Alaska.Gov) then select *Line of Business/Alaska NAICS Codes*.

### 5. SIGNATURE

Provide the printed name, title, signature, date, phone number and email.

## 6. NEW TOBACCO ENDORSEMENT INSTRUCTIONS:

If you sell tobacco products you must have a tobacco endorsement. A tobacco endorsement cannot stand on its own: it must be attached to a business license. Complete Part VI (six) to obtain a tobacco endorsement for each location or outlet where you will be selling tobacco products.

**Location:** A tobacco endorsement is required for each location or outlet where tobacco products are sold. Provide the physical location for each location where tobacco will be sold.

**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.

**Tip:** The tobacco endorsement fee is a flat rate of \$100 per location, whether you purchase a one or two year business license. For a better bargain, purchase your business license with tobacco endorsement(s) for two years.

**Required Sale of Tobacco 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.

**Tobacco Endorsement and Business Licensing Statutes and Regulations:** for more information go to: *Business Licensing Statutes and Regulations*

## ! Additional Information

---

**IMPORTANT:** Check the status of your professional license and your Alaska entity to ensure your professional license and/or entity are current, valid and in good standing prior to the renewal of your business license. Per AS 43.70.020(d) you must comply with these provisions to be entitled to a business license. The status of your professional license and entity may directly affect your business license. To check the status of your professional license and/or entity go to: [www.BusinessLicense.Alaska.Gov](http://www.BusinessLicense.Alaska.Gov) and click *License Search*.

**Business Licensing Statutes And Regulations:** For more information go to: [www.BusinessLicense.Alaska.Gov](http://www.BusinessLicense.Alaska.Gov) and under General Information click *Business Licensing Statutes and Regulations*.

Per Alaska Statute 43.70.020 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.

Per AS 43.70.110(1) "business" means a for profit or nonprofit entity engaging or offering to engage in a trade, a service, a profession, or an activity with the goal of receiving a financial benefit in exchange for the provision of services, or goods, or other property.

**Business License Changes:** Per 12 AAC 12.050 to change the following a NEW Business License is required:

- A change in the business name.
- A change in the ownership of the business. (For example, if the business is sold, or a change in partnerships.)
- A change in the ownership type. (For example, if you are a sole proprietor and become an LLC or a corporation.)
  - If you are changing from one ownership type to another please indicate your previous or current license number in the area indicated (under Item #1) on the new business license application.
- A business license which is expired for more than two years cannot renew and a new business license is required.

**If you have branch offices:** One license may cover branch offices of the same business if all of the branch offices operate and advertise in the exact same name on the business license at all of branch offices.

**Business Licensing Exemptions:** You may not have to purchase a business license if your business activity is an Investment Club or if you hold one of the following licenses from another agency:

- 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.

NOTE: An exemption may exist under business licensing statutes; however it 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 Alaska Department of Fish and Game requires Sport Fish 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 from other agencies are clearly exempt from business licensing requirements if they are operating only 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, then they will need a business license.

- For example, a liquor store is exempt from business licensing if it sells liquor only; however, 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 Business Licensing Examiner about your specific situation.

**Protect your business name:** The purchase of a business license does not automatically register the business name and give you exclusive rights to the name. You may want to formally register your business name with the Corporations Section to obtain exclusive rights to your business name. Exclusive rights are exercised through the court system. For more information about registering your business name go to: [www.BusinessLicense.Alaska.Gov](http://www.BusinessLicense.Alaska.Gov) and select *Reserve or Register a Business Name*.

**Standard processing time** for complete and correct hardcopy applications submitted to this office is approximately 10-15 business days. All applications are reviewed in the date order they are received. Applications received complete and compliant will be filed for record. Note: processing time during renewal periods (Oct.-Feb.) will take longer.

**For immediate processing:** File online at [www.BusinessLicense.Alaska.Gov](http://www.BusinessLicense.Alaska.Gov) and print your business license immediately.



THE STATE  
of **ALASKA**

**BUS/TOB**

FOR DIVISION USE ONLY

**Business Licensing Section**

State Office Building, 333 Willoughby Avenue, 9<sup>th</sup> Floor  
PO Box 110806, Juneau, AK 99811-0806  
Phone: (907) 465-2550 • Fax: (907) 465-2974  
Email: [businesslicense@alaska.gov](mailto:businesslicense@alaska.gov)  
Website: [BusinessLicense.Alaska.Gov](http://BusinessLicense.Alaska.Gov)

**NEW Application Only**

**Alaska Business License**

**AS 43.70 and 12 AAC 12**

For immediate processing you may file online and print your business license at: [BusinessLicense.Alaska.Gov](http://BusinessLicense.Alaska.Gov)

This form is for a NEW Alaska Business License application. For immediate processing you may apply online and print your new business license and endorsement(s).

IMPORTANT: Per AS 43.70.020(d) if you are an entity you must be in compliance (good standing) with the Corporations Section and if you have a professional license it must be valid and current to purchase your new business license. To check the status of your entity or professional license go to: [www.BusinessLicense.Alaska.Gov](http://www.BusinessLicense.Alaska.Gov) and select *License Search*.

Once the license and endorsements have been issued the fees are non-refundable.

**PART I Business Information**

**Business Name:** Enter the exact name you will be conducting business as. You must operate and advertise only as the exact name listed below:



<b>Business License Number</b> (if applicable)			
<b>Mailing Address</b>	Address or PO Box		
	City	State	ZIP Code
<b>Physical Address</b> (No PO Boxes)	Physical Address		
	City	State	ZIP Code
<b>Telephone</b>		<b>Email</b>	

**PART II Fees****(Select ONLY ONE of the below fee options)****Regular Fee**

<b>One Year — or — Two Years</b>	<input type="checkbox"/>	One-year Business License Expiring 12/31/2016	<b>\$50</b>
	<input type="checkbox"/>	Two-year Business License Expiring 12/31/2017	<b>\$100</b>

**Or, if you are a sole proprietor you may qualify for one of the two discounts below.**

Only one qualified discount fee (senior or disabled veteran) may be applied to a business license fee. AS 43.70.030(a)

**1. Senior Discount Fee**To initially qualify you must be a sole proprietor, at least 65 years old and provide your birth date.

<b>Date of Birth</b>	<input type="checkbox"/>	I certify that I am at least 65 years of age:      mm / dd / yyyy
----------------------	--------------------------	---

<b>One Year — or — Two Years</b>	<input type="checkbox"/>	One-year Business License Expiring 12/31/2016	<b>\$25</b>
	<input type="checkbox"/>	Two-year Business License Expiring 12/31/2017	<b>\$50</b>

**— Or —****2. Disabled Veteran Discount Fee**To initially qualify you must be a sole proprietor and provide a copy of your service-connected disability determination letter from Veterans Affairs along with your hardcopy business license application.

<b>One Year — or — Two Years</b>	<input type="checkbox"/>	One-year Business License Expiring 12/31/2015	<b>\$25</b>
	<input type="checkbox"/>	Two-year Business License Expiring 12/31/2016	<b>\$50</b>

**— And, if applicable —****Tobacco Endorsement Fees**

\$100 FEE PER ENDORSEMENT, PER LOCATION, in addition to the appropriate 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. One endorsement is required for each location. Provide each location on the tobacco endorsements portion of this application. If your business will sell tobacco products you must complete the attached tobacco endorsement application for each location or outlet where you will be selling tobacco products.

**Number of Tobacco Endorsement Locations:** \_\_\_\_\_ **x \$100 Fee = Total:** \_\_\_\_\_
**Fees Total**

Business License Fees Total	\$	Make checks payable to: State of Alaska  Once the license and endorsements have been issued the fees are non-refundable.
Tobacco Endorsement Fees Total	\$	
Total Fees Enclosed	\$	

**PART III Select which type organization owns this business**

AS 43.70.020

AK Entity Number is NOT required for the below ownership type (one natural individual).

**Sole Proprietor**

AK Entity Number required ONLY IF one or more organization is an entity. Partnerships are two or more persons who are natural citizens and or entities. "Other" ownership types may be a trust, tribe, village or municipality.

**Partnership**                       **Other** (describe): \_\_\_\_\_

AK Entity Number: \_\_\_\_\_ (obtain from *www.Corporations.Alaska.Gov*)

AK Entity Number IS REQUIRED for the below four ownership types. Entity types include: business, professional, religious, non-profit and cooperative corporations; limited liability company; limited liability partnership; limited partnership.

**Corporation**                       **LLC**                       **LLP**                       **LP**

AK Entity Number: \_\_\_\_\_ (obtain from *www.Corporations.Alaska.Gov*)

Must provide name of the business license owner. For example: sole proprietor (one individual); all partner names (individual or entity) or entity name (corporation, LLC, LLP or LP). If necessary use additional paper.

1. \_\_\_\_\_

3. \_\_\_\_\_

2. \_\_\_\_\_

4. \_\_\_\_\_

**PART IV NAICS Codes**

A business license may include multiple lines of business. Choose the NAICS codes which best describe your primary and secondary lines of business activities. For more information regarding Alaska NAICS Codes go to: *www.BusinessLicense.Alaska.Gov* and select *Line of Business/Alaska NAICS Codes*.

Any line of business subject to a professional license per AS 43.70.020(d), **must** list the primary and secondary lines of business under AS 43.70.020(a)(2). For additional information about professional licenses go to: *www.ProfessionalLicense.Alaska.Gov*

Primary NAICS Code: \_\_\_\_\_ Alaska Professional Licence Number: \_\_\_\_\_  
(if applicable, based on the NAICS Code)

— and —

Secondary NAICS Code: \_\_\_\_\_ Alaska Professional Licence Number: \_\_\_\_\_  
(if applicable, based on the NAICS Code)

**PART V Signature**

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.

Print Name of Applicant: \_\_\_\_\_ Title of Applicant (*based on type of organization, such as; Sole Proprietor, Partner or President of <owner entity name>, etc.*): \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_



**PART VI NEW Tobacco Endorsement Application****AS 43.70.075**

Complete this form if your business will sell tobacco products. New tobacco endorsements must initially apply by hardcopy (paper) application. Online filing is not available at this time for the purchase of a new tobacco endorsement.

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:** \$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. Tobacco endorsements must be renewed at the same time as the business license to which they are attached.

**TIP:** The tobacco endorsement fee is a flat rate of \$100 per location, whether you purchase a one or two-year business license. For a bargain, purchase your business license with a tobacco endorsement(s) for two years.

**REQUIRED SALE OF TOBACCO SIGNAGE:** A “*The sale of tobacco products to persons under the age 19 is illegal*” sign 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.

For more information regarding Tobacco Endorsements go to: [www.BusinessLicense.Alaska.Gov](http://www.BusinessLicense.Alaska.Gov) and click *Tobacco Endorsement FAQs*

<b>Business Name:</b> (This must be the EXACT same name as on your business license)	<b>Business License Number:</b> (required)

**List the PHYSICAL address of EACH location where you will be selling tobacco products.**

**Location 1, Fee: \$100** Fees are not refundable once the license and endorsements have been issued.

PHYSICAL Address where you will be selling tobacco products:		
City:	State:	ZIP Code:
<b>ALASKA</b>		

**Location 2, Fee: \$100** Fees are not refundable once the license and endorsements have been issued.

PHYSICAL Address where you will be selling tobacco products:		
City:	State:	ZIP Code:
<b>ALASKA</b>		

**Location 3, Fee: \$100** Fees are not refundable once the license and endorsements have been issued.

PHYSICAL Address where you will be selling tobacco products:		
City:	State:	ZIP Code:
<b>ALASKA</b>		

**Location 4, Fee: \$100** Fees are not refundable once the license and endorsements have been issued.

PHYSICAL Address where you will be selling tobacco products:		
City:	State:	ZIP Code:
<b>ALASKA</b>		

Copy this form or attach additional pages to purchase more tobacco endorsements. New tobacco endorsements must apply by hardcopy. Online filing is not available for the purchase of a new tobacco endorsement.



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  
333 Willoughby Avenue, 9th Floor, Juneau, AK 99801  
PO Box 110806, Juneau, AK 99811  
Phone: (907) 465-2550 • Fax: (907) 465-2974

**CREDIT CARD PAYMENT**

For security purposes please **do not email** credit card information. Fax or mail this form with the completed renewal to the Division. Completion of this form is not proof of payment until the Division processes the information. If any information on this form is illegible the form will be rejected.

Name of Applicant or Licensee: \_\_\_\_\_

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

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

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

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

Name (as shown on credit card): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email (optional): \_\_\_\_\_

Credit Card Type:  VISA      — or —       Mastercard

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

.....

**VISA or Mastercard Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

*This section below the dotted line will be destroyed upon processing of the payment.*