

**BIENNIAL CORPORATE, LIMITED LIABILITY COMPANY (LLC), OR LIMITED LIABILITY PARTNERSHIP (LLP) CERTIFICATE OF AUTHORIZATION RENEWAL**

ALASKA DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT  
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING  
BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS, AND LAND SURVEYORS  
P.O. Box 110806, Juneau, Alaska 99811-0806  
Telephone: (907) 465-2540  
E-mail: license@alaska.gov ★ Website: http://www.commerce.state.ak.us/occ/pael.cfm



Use of the PIN for on-line renewal authorized for Authorized person only

**YOUR CORPORATE, LLC OR LLP AUTHORIZATION IN THE STATE OF ALASKA EXPIRES ON DECEMBER 31, 2009.** By law it is illegal for you to practice or offer to practice if your corporate, LLC or LLP Certificate of Authorization has lapsed. It is important to submit your renewal application on or before December 1, 2009 to ensure processing prior to December 31, 2009. **Return this completed, signed application to the above address with a check or money order payable to the State of Alaska.**

**YOU MAY ALSO RENEW ON-LINE** at the web address above if there has been **NO CHANGE** in your company's designation of responsible charge, company name, or areas of practice. **ON-LINE RENEWAL WILL NOT BE AVAILABLE AFTER DECEMBER 31, 2009.**

Renewal Period January 1, 2010 – December 31, 2011

**LICENSE RENEWAL FEE**

License #1 – 1216                      \$125.00

Prorated:  
License #1217 or higher                      \$62.50

**If you have changed your company name, the areas of practice or the person(s) in responsible charge you must file an amendment along with this renewal form. The Amendment Form, No. 08-4409, is available on the AELS website as shown above or you may contact the division for an amendment form prior to completing this form.**

**NOTE: THIS FORM IS TO RENEW YOUR AELS CERTIFICATE OF AUTHORIZATION ONLY**

**In order to offer architect, engineer, land surveyor or landscape architect professional services you must:**

1. If required, hold a Certificate of Incorporation (corporations), Certificate of Organization (LLCs), or Certificate of Registration (LLPs) from Corporations, Business and Professional Licensing.  
(www.commerce.state.ak.us/occ/home.htm)
2. Hold a current Certificate of Authorization with AELS (complete this renewal form).
3. Hold a current business license.  
(www.commerce.state.ak.us/occ/home\_bus\_licensing.htm)

You must hold a business license for each business name under which the corporation, LLC or LLP provides services.

\_\_\_\_\_  
AELS Corporate, LLC, or LLP                      Name of Authorized Person                      Telephone Number  
Authorization Number

\_\_\_\_\_  
AELS Corporate, LLC, or LLP Name                      Email address (optional)

\_\_\_\_\_  
Business Name (must list ALL business names under which services are provided.)

Mailing Address (if new): \_\_\_\_\_  
Street or P.O. Box                      City                      State                      Zip Code

This section **must** be completed.

**LIST ADDITIONAL PERSON(S) ON AN SEPARATE SHEET, IF NECESSARY**

**Designation of person(s) presently in responsible charge for each specific branch of practice as required by AS 08.48.241.**

1.	Last Name	First Name	Branch of Practice	Alaska Registration No.
2.	Last Name	First Name	Branch of Practice	Alaska Registration No.
3.	Last Name	First Name	Branch of Practice	Alaska Registration No.
4.	Last Name	First Name	Branch of Practice	Alaska Registration No.

**General Information**

The AELS Board publishes a quarterly meeting summary. The meeting summary may be viewed at the following Internet site: <http://www.commerce.state.ak.us/occ/pael.cfm>. (Click on Board Meeting Summaries). If you do not have access to the Internet, your local library may be able to assist you with access. If you would like a hard copy mailed to you, contact the Division and the most recent AELS meeting summary will be mailed to you at no cost. In addition to other helpful information, this Internet site contains licensing applications/requirements, regulation proposals, and staff contact information

**You MUST answer the following questions:**

- |   |                          |                          |
|---|--------------------------|--------------------------|
|   | <b>YES</b>               | <b>NO</b>                |
| 1. Has there been a change in the person(s) designated in responsible charge of your corporation, LLC, or LLP?.....<br>If "YES" you must submit a certified resolution of the board of directors, managing members or manager, or the general partners designating the person(s) now in responsible charge. There is a \$60 fee for this change. The Amendment Form, No. 08-4409, is available on the AELS web site: <a href="http://www.commerce.state.ak.us/occ/pael.htm">www.commerce.state.ak.us/occ/pael.htm</a> or you may contact the division (AELS section) for an amendment form prior to completing this form. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Has the corporation, LLC, LLP, or any of the person(s) designated in responsible charge or any principals of the corporation, LLC, or LLP been convicted of fraud, gross negligence, incompetence, or misconduct in the practice of architecture, engineering, land surveying, or landscape architecture? If yes, please attach an explanation with legal documentation.....   | <input type="checkbox"/> | <input type="checkbox"/> |

ALL INFORMATION PROVIDED WITH THIS APPLICATION IS CONSIDERED PUBLIC INFORMATION UNLESS REQUIRED TO BE KEPT CONFIDENTIAL BY STATE OR FEDERAL LAW.

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

SIGN HERE

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

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

**WARNING:** In accordance with AS 11.56.210, any person who knowingly or intentionally furnishes false or fraudulent information in this application is subject to imprisonment for not more than one year, a fine of not more than \$5,000, or both.



State of Alaska  
 Department of Commerce, Community, and Economic Development  
 Division of Corporations, Business and Professional Licensing  
 PO Box 110806, Juneau, Alaska 99811-0806  
 Phone: (907) 465-2550  
 Fax: (907) 465-2974

OFFICE USE ONLY

**CREDIT CARD PAYMENT**

For security purposes, please **do not email** credit card information. Fax or 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)*

- |   | Amount |
|---|--------|
| <input type="checkbox"/> Application fee          | _____  |
| <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:** \_\_\_\_\_