



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

**WHEN TO USE FORM #08-4409, APPLICATION FOR AMENDMENT OF
CERTIFICATE OF AUTHORIZATION FOR CORPORATE, LIMITED LIABILITY
COMPANY (LLC), OR LIMITED LIABILITY PARTNERSHIP (LLP) PRACTICE**

You already have a Certificate of Authorization and you have made changes in:

- Your corporate name
- The person(s) designated in responsible charge
- Added endorsements for field(s) of practice
- Altered ownership of the corporation/ the membership of the limited liability company/ or the partners of the limited liability partnership.

1. YOU MUST AMEND YOUR CORPORATE AUTHORIZATION WITHIN 30 DAYS OF EFFECTIVE DATE OF THE CHANGE. FILL OUT THE AMENDMENT APPLICATION, INCLUDE THE \$60.00 FEE AND PROVIDE THE ATTACHMENTS NEEDED TO PROCESS THE AMENDMENT.

A. ATTACHMENTS NEEDED IF YOU HAVE A CHANGE IN CORPORATE, LLC, OR LLP NAME:

1. Photocopy of certificate from the Corporations section of the Division of Corporations, Business and Professional Licensing showing the new corporate, LLC, or LLP name.
2. Certified NOTARIZED copy of the corporate board of directors, the managing members or manager of the LLC, or the general partners of the LLP's resolution to change the name.

B. ATTACHMENTS NEEDED IF YOU HAVE A CHANGE IN PERSON(S) DESIGNATED IN RESPONSIBLE CHARGE:

1. Certified NOTARIZED copy of the corporate board of directors, the managing members or manager of the LLC, or the general partners of the LLP's resolution designating the current Alaska-registered professional in responsible charge for each branch of practice. (See sample resolution attached.)
2. Certified statement from person(s) designated as being in responsible charge. See sample statement attached.

C. ATTACHMENTS NEEDED IF YOU HAVE A CHANGE IN FIELD(S) OF PRACTICE:

1. Certified NOTARIZED copy of the amendment to corporate, LLC or LLP bylaws indicating each field in which the corporation, LLC, or LLP wishes to practice. (See sample amendment to bylaws attached.)
2. Certified NOTARIZED copy of the corporate board of directors' resolution, the managing members or manager of the LLC, or the general partners of the LLP's resolution designating the current Alaska-registered professional in charge for each branch of practice. (See sample resolution attached.)

D. ATTACHMENTS IF YOU HAVE A CHANGE IN OWNERSHIP OF THE CORPORATION, LLC, OR LLP:

No attachments, just fill out the Application For Amendment For Certificate Of Authorization For Corporate, LLC, or LLP Practice, listing the new owner, membership, or partners as applicable.

**ALASKA BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS,
AND LAND SURVEYORS
STATUTES REGARDING AMENDMENT OF CERTIFICATE OF AUTHORIZATION**

AS 08.48.241 Corporations, limited liability companies, or limited liability partnerships

(a) (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.

AS 08.48.241 (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.

AS 08.48.241 (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.

**DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT
 DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING
 BOARD OF REGISTRATION FOR ARCHITECTS,
 ENGINEERS AND LAND SURVEYORS
 STATE OFFICE BUILDING
 333 WILLOUGHBY AVENUE, 9th FLOOR
 P.O. BOX 110806, JUNEAU, ALASKA 99811-0806
 TELEPHONE: (907) 465-2540
 E-mail: license@alaska.gov**

For Department Use Only

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

To be completed ONLY if you have a change in corporate, LLC, or LLP name, fields of practice, or person(s) in responsible charge.

Fee: \$50 Amendment Fee (See 12 AAC 02.110(a)(7))

C-
 1. Corporate, LLC, or LLP Authorization No. _____ 2. Name of Contact Person _____ 3. Telephone No. _____

4. Corporate, LLC, or LLP Name _____ Check here if this is a new corporate, LLC, or LLP name and see "A" below.

d/b/a _____

5. Mailing Address: _____
 Street or P.O. Box _____ City _____ State _____ Zip Code _____

6. Name(s) of majority stockholders (attach separate sheet if necessary)

<p>7. Field(s) of Corporate, LLC, or LLP Practice:</p> <p><input type="checkbox"/> Architecture <input type="checkbox"/> Land Surveying <input type="checkbox"/> Landscape Architecture <input type="checkbox"/> Civil Engineering <input type="checkbox"/> Chemical Engineering <input type="checkbox"/> Electrical Engineering <input type="checkbox"/> Mechanical Engineering <input type="checkbox"/> Mining Engineering <input type="checkbox"/> Petroleum Engineering</p> <p><input type="checkbox"/> Check here if this is a change in fields of practice and see "C" below.</p>	<p>7. Designation of person(s) in responsible charge. Attach separate list if necessary.</p> <table border="1"> <thead> <tr> <th data-bbox="462 1087 880 1123">Name</th> <th data-bbox="880 1087 1274 1123">Field of Practice</th> <th data-bbox="1274 1087 1581 1123">Alaska Registration No.</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="462 1417 1581 1535"> <input type="checkbox"/> Check here if this is a change in person(s) designated in responsible charge and see "B" below. </td> </tr> </tbody> </table>	Name	Field of Practice	Alaska Registration No.	<input type="checkbox"/> Check here if this is a change in person(s) designated in responsible charge and see "B" below.		
Name	Field of Practice	Alaska Registration No.					
<input type="checkbox"/> Check here if this is a change in person(s) designated in responsible charge and see "B" below.							

- A. Attachments needed if you have a change in corporate, LLC, or LLP name:
- Photocopy of certificate from Division of Corporations, Business and Professional showing the new corporate, LLC, or LLP name.
 - Certified NOTARIZED copy of the corporate board of directors, the managing members or manager of the LLC, or the general partners of the LLP's resolution to change the corporate name.
- B. Attachments needed if you have a change in person(s) designated in responsible charge:
- Certified NOTARIZED copy of the corporate board of directors, the managing members or manager of the LLC, or the general partners of the LLP's resolution designating the current Alaska-registered professional in responsible charge for each branch of practice. (See sample resolution attached.)
- C. Attachments needed if you have a change in field(s) of practice:
- Certified NOTARIZED copy of the amendment to corporate, LLC or LLP bylaws indicating each field in which the corporation, LLC, or LLP wishes to practice. (See sample amendment to bylaws attached.)
 - Certified NOTARIZED copy of the corporate board of directors' resolution, the managing members or manager of the LLC, or the general partners of the LLP's resolution designating the current Alaska-registered professional in charge for each branch of practice. (See sample resolution attached.)

8. GENERAL INFORMATION QUESTIONS: Has the corporation, LLC, LLP, or any of the personnel designated in responsible charge or any principles 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, or of a U.S. or state statute excluding minor traffic violations?

If yes, please attach explanation with legal documentation. Yes No

9. All information provided with this application is considered public information.

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: _____
Name of LLP

Be it resolved by the Managing Members or Manager of: _____ (AS 10.50.990)
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

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, or 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, or 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: _____

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

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

OF

JOHN DOE, LLC

The articles or 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 _____, _____.

(SEAL)

President or other Authorized Officer

**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 a resolution adopted 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: _____

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

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 _____, _____.

(SEAL)

President or other Authorized Officer

SAMPLE CERTIFICATION OF AMENDMENT TO PARTNERSHIP AGREEMENT

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 LLP)

The foregoing is a complete, true, and correct copy of a resolution 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)



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: _____