



State of Alaska  
Department of Commerce, Community and Economic Development  
Division of Corporations, Business and Professional Licensing  
**BOARD OF DENTAL EXAMINERS**  
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Website: [www.commerce.alaska.gov/occ/pden.htm](http://www.commerce.alaska.gov/occ/pden.htm)

## DENTAL BRANCH OFFICE REGISTRATION

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Branch Office Registration: In accordance with AS 08.36.260, a licensee who practices in an established office with an address other than that address for which the licensee's registration certificate is issued shall obtain a branch office registration certificate for **each** office.

### Branch Office Registration

The following must be on file before the branch office registration will be processed:

1. Complete application form 08-4184;
2. Application fee of \$50.00 (**nonrefundable**); and
3. Branch office license fee of \$25.00.

### FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)

The Federal and State Government agencies for Data Collection Program and health care plans mandate that they **collect and report Social Security Numbers and Federal Employer Identification Numbers (FEIN) for the purposes of reporting to the HIPDB**. You will need to provide your Federal Employer Identification Number on the application. If you refuse to provide your FEIN, then the Division will consult with the Department of Law before issuing a branch office registration.

### GENERAL INFORMATION

When submitting fees, make check or money order payable to the State of Alaska.

### APPLICATION REVIEW

Applications will be processed according to the date received. You will be notified in writing as soon as your application has been reviewed.

Applications are processed as quickly as possible. Unnecessary telephone calls to our office delay processing. Because of telephone calls regarding the status of application and because of privacy issues, **we prefer to restrict our telephone responses to the applicant only**. If you are concerned about your application being received in our office, mail it "Certified – Return Receipt Requested." You will receive a delivery notice from the post office.

The Board of Dental Examiners meets four times a year, usually in March, June, September, and December. The meeting dates are available on the board website at: [www.commerce.alaska.gov/occ/pden.htm](http://www.commerce.alaska.gov/occ/pden.htm). In the event that you do not have access to the Internet, you may contact this office for the meeting dates.

### HOW CAN YOU HELP?

1. First and foremost: Apply far enough in advance to allow for application processing.
2. If you are concerned about your application being received in our office, mail it "Certified – Return Receipt."
3. If you wish to expedite processing as much as you can, send any necessary verification forms out via overnight mail to the appropriate organization and include a return overnight mail envelope addressed to the licensing examiner for the organization's use. This will help them to respond quickly.
4. Insure that the application is complete and provide any necessary explanations with the application. Print legibly or type your application.

### RENEWAL INFORMATION

All branch office licenses expire on December 31 of even-numbered years regardless of when issued, except licenses issued within 90 days of the expiration which are issued through the next biennium.

## **ADDRESS CHANGE**

In accordance with 12 AAC 02.900, a person must notify the Division in writing of a change of address.

## **SOCIAL SECURITY NUMBERS**

Alaska Statute (AS) 08.01.160(b) requires an applicant for an occupational license to provide a United States Social Security Number. However, if you do not have a social security number issued to you, you may qualify for exception.

## **FORMS AVAILABILITY**

The forms "Change of Address" and "Request for Exception from Social Security Number" are available on the Division of Corporations, Business and Professional Licensing website address at: [www.commerce.alaska.gov/occ](http://www.commerce.alaska.gov/occ). The forms are found under the Division's home page by scrolling down to the bottom of the page. In the event that you do not have access to the internet (or a printer), you may contact this office to request that a form be mailed to you.

## **PUBLIC INFORMATION**

Please be aware that all information on the initial application form will be available to the public, unless required to be kept confidential by state or federal law. Information about current licensees, including mailing addresses, is available on the Division's website at [www.commerce.alaska.gov/occ](http://www.commerce.alaska.gov/occ), under "Professional License Search."

## **PAYMENT OF CHILD SUPPORT**

Alaska Statute 25.27.244 requires the Division of Corporations, Business and Professional Licensing to deny issuance of the professional and occupational licenses of any person reported by the Alaska Child Support Enforcement Division (CSED) as not in substantial compliance with a child support order.

If this office is notified by the CSED that you are not in substantial compliance with a child support order, you may be issued a nonrenewable, temporary license valid for 150 days. The 150-day temporary license period is your opportunity to work with CSED to obtain a release. If you have questions regarding the status of your child support obligation, you may contact CSED at 1-800-478-3300 or (907) 269-6659 to resolve payment issues.

