

State of Alaska  
Department of Commerce, Community, and Economic Development  
Division of Insurance  
333 Willoughby Avenue, 9th Floor State Office Building  
P.O. Box 110805, Juneau, Alaska 99811-0805  
(907) 465-2515  
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**Motor Vehicle Service Contract Provider Instructions and Application**

- All fees are nonrefundable.
- Applications not completed within four months from the date filed will be considered withdrawn and a new application and application fees will be required.
- **Notice to Provider** - Note that any other form of insurance, such as a consumer credit insurance policy as defined in AS 21.57.160, a debt cancellation or suspension product, pre-paid maintenance, exterior/interior protection, theft protection, or other type of protection not within the definition of a service contract under AS 21.03.021 may not be solicited, sold, or negotiated under the motor vehicle service contract provider license issued under AS 21.59. A separate insurance producer or limited lines credit insurance producer license may be required.

**Filing Requirements:**

Application Form 08-1262

\$300 Initial and Renewal Application Fee (checks or money orders can be made payable to the State of Alaska)

A copy of all organizational documents including, as applicable, articles of incorporation, bylaws, articles of association, and operating or partnership agreements

Proof of financial responsibility meeting the requirements under AS 21.59.180 by providing evidence of:

A copy of the contractual liability policy issued in the applicant's name; or

A copy of the provider's or the parent company's most recent annual report filed with the United States Securities and Exchange Commission within the last calendar year, or if the company does not file with the United States Securities and Exchange Commission, a copy of the company's audited (certified) financial statements, which show a net worth of the provider or its parent company of at least \$100,000,000. If the parent company's annual report or financial statements are filed to meet the provider's financial stability requirement then the parent company shall agree to guarantee the obligations of the provider relating to motor vehicle service contracts sold by the provider.

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**Motor Vehicle Service Contract Provider Application**

Please select the filing type:

Initial Application

Renewal Application

<b>1</b>	<b>NAME OF APPLICANT</b>			FEIN		
<b>2</b>	<b>DBA</b> (List any assumed, fictitious, or trade names under which you are doing business or intend to do business)					
<b>3</b>	Business Physical Address			City	State	Zip
	Mailing Address			City	State	Zip
	Business Phone Number		Business Fax Number		Business E-mail Address	
<b>4</b>	<b>REGISTERED AGENT FOR SERVICE OF PROCESS</b>					
<b>The Applicant is required to designate a person, that is located in this state, for service of process pursuant to AS 21.59.140(a).</b>						
Last Name/Entity Name		First Name		Middle Name		
Mailing Address			City	State	Zip	
Phone Number			Email Address			
<b>5</b>	<b>ADMINISTRATOR</b>					
<b>Has the firm appointed an administrator?</b> (If no, proceed to section 6)						
Yes                  No						
Administrator Name						
Alaska Registration No.		Business Email Address		Business Phone Number		
Business Mailing Address			City	State	Zip	
<b>6</b>	<b>DESIGNATED RESPONSIBLE PERSON (COMPLIANCE OFFICER)</b>					
Last Name		JR./Sr. etc.	First Name		Middle Name	
Mailing Address			City	State	Zip	
Phone Number			Email Address			

## BACKGROUND INFORMATION

Please read the following very carefully and answer every question. **Renewals: If filing the application form for renewal purposes, only provide documentation to 'yes' answers that have not been previously reported to the state.** All written statements submitted by the Applicant must include an original signature.

- 1a. Has the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company, ever been convicted of a misdemeanor, had a judgment withheld or deferred or is the business entity or any owner, partner, officer or director of the business entity, or member or manager currently charged with, committing a misdemeanor?

Yes \_\_\_ No \_\_\_

You may exclude the following misdemeanor convictions or pending misdemeanor charges: traffic citations, driving under the influence (DUI) or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license. You may also exclude juvenile adjudications (offenses where you were adjudicated delinquent in juvenile court.)

- 1b. Has the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company ever been convicted of a felony, had judgment withheld or deferred, or is the business entity or any owner, partner, officer or director of the business entity or member or manager of a limited liability company currently charged with committing a felony?

Yes \_\_\_ No \_\_\_

- 1c. Has the business entity or any owner, partner, officer or director of the business entity or member or manager of a limited liability company, ever been convicted of a military offense, had a judgment withheld or deferred, or is the business entity or any owner, partner, officer or director of the business entity or member or manager of a limited liability company, currently charged with committing a military offense?

Yes \_\_\_ No \_\_\_

**NOTE:** For Questions 1a, 1b, and 1c “convicted” includes, but is not limited to, having been found guilty by verdict of a judge or jury, having entered a plea of guilty or nolo contendere or no contest, or having been given probation, a suspended sentence or a fine.

If you answer yes to any of these questions, you must attach to this application:

- a) a written statement identifying all parties involved (including their percentage of ownership, if any) and explaining the circumstances of each incident,
- b) a copy of the charging document,
- c) a copy of the official document which demonstrates the resolution of the charges or any final judgment.

2. Has the business entity or any owner, partner, officer or director of the business entity, or manager or member of a limited liability company, ever been named or involved as a party in an administrative proceeding, including a FINRA sanction or arbitration proceeding regarding any professional or occupational license, or registration?

Yes \_\_\_ No \_\_\_

- “Involved” means having a license censured, suspended, revoked, canceled, terminated; or, being assessed a fine, a cease and desist order, a prohibition order, a compliance order, placed on probation, sanctioned or surrendering a license to resolve an administrative action.
- “Involved” also means being named as a party to an administrative or arbitration proceeding, which is related to a professional or occupational license or registration.
- “Involved” also means having a license application denied or the act of withdrawing an application to avoid a denial. You may EXCLUDE terminations due solely to noncompliance with continuing education requirements or failure to pay a renewal fee.

If you answer yes, you must attach to this application:

- a) a written statement identifying the type of license, all parties involved (including their percentage of ownership, if any) and explaining the circumstances of each incident,
- b) a copy of the Notice of Hearing or other document that states the charges and allegations, and
- c) a copy of the official document which demonstrates the resolution of the charges or any final judgment.

**BACKGROUND INFORMATION (Continued)**

- 3. Has any demand been made or judgment rendered against the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company, for overdue monies by an insurer, insured or producer, or have you ever been subject to a bankruptcy proceeding? Yes \_\_\_ No\_\_\_

Do not include personal bankruptcies, unless they involve funds held on behalf of others.

If you answer yes, submit a statement summarizing the details of the indebtedness and arrangements for repayment.

- 4. Has the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company, ever been notified by any jurisdiction to which you are applying of any delinquent tax obligation that is not the subject of a repayment agreement? Yes \_\_\_ No\_\_\_

If you answer yes, identify the jurisdiction(s): \_\_\_\_\_

- 5. Is the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company, a party to, or ever been found liable in any lawsuit or arbitration proceeding involving allegations of fraud, misappropriation or conversion of funds, misrepresentation or breach of fiduciary duty? Yes \_\_\_ No\_\_\_

If you answer yes, you must attach to this application:

- a) a written statement summarizing the details of each incident,
- b) a copy of the Petition, Complaint or other document that commenced the lawsuit arbitrations, or mediation proceedings and
- c) a copy of the official documents which demonstrates the resolution of the charges or any final judgment.

- 6. Has the business entity or any owner, partner, officer or director of the business entity, or member or manager of a limited liability company ever had an insurance agency contract or any other business relationship with an insurance company terminated for any alleged misconduct? Yes \_\_\_ No\_\_\_

If you answer yes, you must attach to this application:

- a) a written statement summarizing the details of each incident and explaining why you feel this incident should not prevent you from receiving a license, and
- b) copies of all relevant documents.

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**CERTIFICATION AND ATTESTATION**

- 1. All of the information submitted in this application and attachments is true and complete and I am aware that submitting false information or omitting pertinent or material information in connection with this application is grounds for license or registration revocation and may subject me to civil or criminal penalties.
- 2. I authorize the State of Alaska to give any information it may have concerning me to any federal, state or municipal agency, or any other organization and I release the State of Alaska and any person acting on their behalf from any and all liability of whatever nature by reason of furnishing such information.
- 3. I acknowledge that I am familiar with the Alaska insurance laws and regulations located in Alaska Statute Title 21 and Alaska Administrative Code chapter 3.
- 4. I hereby certify that upon request, I will furnish the jurisdiction(s) to which I'm/we're applying, certified copies of any documents attached to this application or requested by the jurisdiction.

**Must be signed and dated by applicant.**

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

\_\_\_\_\_  
Type or Printed Name of Applicant

\_\_\_\_\_  
Month/Day/Year