



# CITY OF UTQIAGVIK

*"Farthest North Incorporated City"*

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October 10, 2023

Dear Business Owner,

I've attached the City of Utqiagvik 2024 Business License Annual Application. Our forms are also available online at [www.utqiagvik.us](http://www.utqiagvik.us).

Fees:

- Annual Fee - \$150
- Renewal applications received after December 28, 2023 will have a late fee of \$100.

Ways to pay:

- Credit card – over the phone with the Accounting Department or in person
- Check – make payable to the City of Utqiagvik
- Cash – bring it in to the Accounting Department

Your State of Alaska business license must be good for 2024. If not, please renew it before submitting it to the City of Utqiagvik.

Options on returning the signed form and a copy of your State of Alaska business license:

- Scan and email it to [doria.lambrecht@utqiagvik.us](mailto:doria.lambrecht@utqiagvik.us)
- Mail to City of Utqiagvik, Attn: Deputy Clerk, P.O. Box 629, Utqiagvik, AK 99723
- Fax to 907.852.5871
- Drop off to our front office

Once your signed application, payment and copy of your State of Alaska business license has been received, your application will be processed. After processing, you will be notified that it is ready for your signature, then it will be signed by Mayor Asisaun Toovak and the original will be given to you.

Any questions, please feel free to call me at 907-852-5211.

Sincerely,

Doria Lambrecht  
Deputy Clerk