



# Division of Revenue & Taxation

## Department of Finance



P.O. Box 5234 CHRB SAIPAN, MP 96950    TEL. (670) 664-1000    FAX. (670) 664-1015

### BUSINESS LICENSE REQUIREMENTS

#### SOLE PROPRIETOR

	NEW	RENEWAL	AMENDMENT
Business License Application	X	X	X
Worker's Compensation Application	X	X	
Zoning Registration	X	X	X
Sketch/Map of Business Location	X		X
Immigration Status (non-U.S.) and Passport	X		
Picture ID	X		

#### CORPORATIONS AND NON-PROFIT ORGANIZATIONS

	NEW	RENEWAL	AMENDMENT
Business License Application	X	X	X
Articles of Incorporation (filed with CNMI Registrar of Corporations)	X		
Copy of Certificate of Incorporation (issued by CNMI Registrar of Corporations)	X		
Updated Annual Report (filed with CNMI Registrar of Corporations)		X	
Worker's Compensation Application	X	X	
Zoning Registration	X	X	X
Sketch/Map of Business Location	X		X
Immigration Status (non-U.S.) and Passport	X		
Picture ID	X		

#### LIMITED LIABILITY COMPANY

	NEW	RENEWAL	AMENDMENT
Business License Application	X	X	X
Articles of Organization (filed with CNMI Registrar of Corporations)	X		
Certificate of Organization (issued by CNMI Registrar of Corporations)	X		
Updated Annual Report (filed with CNMI Registrar of Corporations)		X	
Worker's Compensation Application	X	X	
Zoning Registration	X	X	X
Sketch/Map of Business Location	X		X
Immigration Status (non-U.S.) and Passport	X		
Picture ID	X		

#### PARTNERSHIP/JOINT VENTURE

	NEW	RENEWAL	AMENDMENT
Business License Application	X	X	X
Partnership Agreement and Registration (filed with CNMI Registrar of Corporations)	X		
Updated Annual Report (filed with CNMI Registrar of Corporations)		X	
Worker's Compensation Application	X	X	
Zoning Registration	X	X	X
Sketch/Map of Business Location	X		X
Immigration Status (non-U.S.) and Passport	X		
Picture ID	X		

**Note:** Boxes marked with an "X" indicates required documents that must be submitted.

#### ADDITIONAL RESOURCES:

- Website for Zoning Office    - [www.zoning.gov.mp](http://www.zoning.gov.mp)
- Email for Registrar of Corp.    - [registrar.corp@commerce.gov.mp](mailto:registrar.corp@commerce.gov.mp)