



**Firm Information:**

Firm Type (choose from drop-down menu):

Name of Firm:

**Point of Contact Information:**

Name:

Email:

Title:

Phone #:

Date:

Architect Name:

Louisiana License Number:

Date of Request:

After completing this form, please email to Holly Lavigne at [hlavigne@lsbae.com](mailto:hlavigne@lsbae.com). You will be notified via system-generated email when the Point of Contact (POC) has been added to the database.

Once the POC has been added to our database, you may access the [Licensing Portal](#) to begin the application process.

If you need to create an account, you will use the email you provided and create a password. If you have an existing account, you will use the login information that you have already created.

Regards,

Holly Lavigne  
Licensing Analyst II  
LSBAE