



Firm **Individual** **Firm & Individual**

Firm Information: (if applying for a firm)

Firm Name:

Firm License #:

Architect Information: (if applying for an architect)

Name of Architect:

License #:

POC Information:

Name:

Email:

Title:

Phone #:

Date:

After completing this form, please email to Holly Lavigne at hlavigne@lsbae.com. You will be notified via system-generated email when the POC has been added to the database.

Once the POC has been added to our database, you may access the [Licensing Portal](#) to create an account. You will use the email you provided and create a password.

If you have an existing account as a POC for a firm or individual, you will still need to create another account to link them together. You can use the same email and password that you have already established to create the new account.

Regards,

Holly Lavigne
Licensing Analyst II
LSBAE