

# Louisiana State Board of Architectural Examiners

## Architectural Firm Certificate Application

### Firm Name

Application Date:

#### FIRM INFORMATION

Firm Name

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Doing Business As (DBA)

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### Contact Information

Email

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Firm Phone Number

Website

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### Firm Address

Street Address

Suite, Apt, Room #

City

State

County

Zip Code

Country

### Point of Contact

Name

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Email

EXAMPLE - DO NOT USE

Title

Phone

**BUSINESS INFORMATION**

**Supervising Professional Architect(s)**

Please designate a supervising professional to take responsibility of the firm and the work it completes in this jurisdiction.

Supervising Professional Architect

License Number

Board Rule §1705(G) provides that the architectural firm shall designate in its application for certificate of authority one or more supervising professional architect(s) who shall perform or directly supervise the performance of all architectural services by said firm in Louisiana. Performing or directly supervising the performance of all architectural services shall mean unrestricted, unchecked, and unqualified command of, and legal accountability for, the architectural services performed. Specifications, drawings, or other related documents will be deemed to have been prepared by the architect or under the architect’s direct supervision only when the requirements of Board Rule §1313 are fully satisfied. Only natural persons (i) who are licensed by the Board, (ii) who are full-time active employees of the architectural firm, and (iii) whose primary occupation is with the architectural firm may be designated as a supervising professional architect. The following architects are hereby designated as the supervising professional architects of the Architectural Firm according to Board Rule §1705.

**DISCLOSURE QUESTIONS**

Has the Firm practiced or offered to practice architecture in Louisiana without a current firm license in the last five years?	
Has the Firm’s license/registration been denied, suspended, or revoked by another state or jurisdiction in the last five years?	
Has the Firm surrendered and/or allowed its professional license/registration to lapse in another state or jurisdiction <b>due to pending or threatened disciplinary action</b> in the last five years?	
Has the Firm been investigated, charged, or disciplined by a governing or licensing body or by a state or federal agency in the last five years?	
Has any Louisiana licensed architect employed by the Firm had his or her license denied, suspended or revoked or is any such licensed architect currently under investigation by a state or jurisdiction in the last five years?	

**CONFIRMATION**

**Certification**

Using the checkboxes below, please attest to understanding and reviewing the applicable rules and laws.

**I certify that I have read the following laws and rules:**

- Louisiana Architect Licensing Law (La. R.S. 37:141 et seq.)
- Louisiana State Board of Architectural Examiners Rules (LAC Title 46:I§101-2303)

**I also certify that:**

- The information I have provided on this form is true and accurate to the best of my knowledge.

**PAYMENT**

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**Fees**

Architectural Firm Out-of-State Application	See Fee list <a href="#">here</a>
Transaction Processing Fee	
<b>Total</b>	

Payment Type:

Order Confirmation:

Payment Date:

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Official Documentation of the Louisiana State Board of Architectural Examiners Licensing System

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