

## Firm Roster Update Form

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Firm Certificate Number

Firm Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-Mail: \_\_\_\_\_

*(for information about this form)*

The information provided below must be the architect's work information.

**Architect to ADD to roster:**

Name: \_\_\_\_\_

Architect License #: \_\_\_\_\_

Work Email: \_\_\_\_\_

Title: \_\_\_\_\_

Work #: \_\_\_\_\_

Start Date at Firm: \_\_\_\_\_

**Architect to REMOVE from roster:**

Name: \_\_\_\_\_

Architect License #: \_\_\_\_\_

Work Email: \_\_\_\_\_

Title: \_\_\_\_\_

Work #: \_\_\_\_\_

Start Date at Firm: \_\_\_\_\_

End Date at Firm: \_\_\_\_\_

I certify that the above information above is true and correct:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

After completing this form, please email to Holly Lavigne at [HLavigne@LSBAE.com](mailto:HLavigne@LSBAE.com).