



POINT OF CONTACT (POC) REQUEST FORM

See instructions at the bottom of the form for further details. *This form is also used to update email addresses for existing POCs and to initiate Firm Reinstatement Applications. Only one POC is allowed per firm and architect.*

Firm **Architect** **Firm & Architect**

Firm Information: (if applying for a firm)

Firm Name:

LA Firm Certificate #:

Architect Information: (if applying for an architect)

Name of Architect:

LA License #:

POC Information:

Name:

Email:

Title:

Phone #:

Date:

Is the POC a Third-Party Registered Agent?

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. Please check your junk/spam folder if the email is not in your inbox.

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 on this form and create a password. If you have an existing account, you will use the login information that you have already established.