



Firm Name Change Request Form

Please complete all applicable sections of the form below:

Date of Request

LA Firm Certificate Number

If your firm is registered with our board as an Architectural Corporation (AC) or Architectural-Engineering Corporation (AE) and the firm structure is changing from incorporated (Inc.) to a non-incorporated firm such as a Limited Liability Company (LLC) or Partnership (LLP) the firm will need to switch its license type to an Architectural Firm (AF) *before* the firm's name can be changed. Please email our office at HLavigne@LSBAE.com for instructions on how to switch the firm's license type on our [Licensing Portal](#).

Contact Person:

E-Mail:

(for information about this form)

Old Firm Name:

NEW Firm Name:

Mailing Address

City

State

Zip

Phone

E-Mail

Supervising Professional Architect

LA License No.

Supervising Professional Architect (if applicable)

LA License No. (if applicable)

Would you like an updated certificate and wallet card emailed to you?

Reason for change of firm name:

Please submit this form along with an updated copy of documentation from the Louisiana Secretary of State, if applicable.

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.