

## Architect Email Address Change Form

This form is for architects only and cannot be used for new or updated Point of Contact (POC) information. Please use the “*Point of Contact (POC) Request Form*” found on the [Forms](#) page of our website.

For security purposes, *only* LSBAE staff can make changes to email addresses. Our self-service [Licensing Portal](#) allows you to update your phone number(s) and home/work address(es) online. Please complete the form below:

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

\_\_\_\_\_  
Architect’s LA License Number

**Architect’s Name:** \_\_\_\_\_

**Old Email:** \_\_\_\_\_

**New Email:** \_\_\_\_\_

*(This email **MUST** be the architect’s email; any other email is not acceptable and considered a POC.)*

I certify that the above information is true and correct:

\_\_\_\_\_  
Signature

After completing this form, please email to Holly Lavigne at [HLavigne@LSBAE.com](mailto:HLavigne@LSBAE.com). You will receive an email notifying you that your email has been changed.