

Architect Email Address Change Form

To ensure receipt of all official Board communications in a timely manner, it is strongly suggested that you submit an email address that is frequently used. *Point of Contact (POC) accounts will no longer be utilized.* Only one email will be allowed, and accounts must be linked directly to the architect only.

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 Name:

Architect's LA License Number:

Old Email:

New Email:

*(This email **MUST** be the architect's email; any other email is not acceptable.)*

I certify that the above information is true and correct:

Signature

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