

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 firm POCs and to initiate Firm Reinstatement Applications. **Only one POC is allowed per firm.**

NOTE: Point of Contact (POC) accounts for firms will no longer be available at next renewal. Going forward, only those who are linked to the firm such as supervising professionals, directors, and owners will have access to a firm's account.

Date:

Firm Information:

Firm Name:

LA Firm Certificate #:

POC Information:

Name:

Email:

Title:

Phone #:

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.