

STATE ARCHITECTS LICENSURE BOARD

MAILING ADDRESS

State Architects Licensure Board
P.O. Box 2649
Harrisburg, PA 17105

COURIER ADDRESS

State Architects Licensure Board
2525 North 7th Street
Harrisburg, PA 17110

PHONE

717-783-3397

TOLL FREE

1-833-DOS-BPOA

E-MAIL

st-architect@pa.gov

WEB

www.dos.pa.gov/arch

AMENDMENT APPLICATION FOR FIRM REGISTRATION

Before completing this application, make sure this is the most recent version by comparing it with the one posted on the Board's website. The date is located in the upper left hand corner.

Instructions and Requirements

An individual architect or a group of architects may practice architecture in Pennsylvania in one of the following forms of architectural firms: Sole Proprietorship; Partnership; Professional Association; Professional Corporation; Business Corporation; Limited Liability Company; Limited Liability Partnership.

1. **A Sole Proprietorship must meet the following criteria:**

- The owner is a licensee of the Board.

Documents needed from the Pennsylvania Corporation Bureau:

- a) If the sole proprietorship is doing business under a **fictitious name**, please include a **photocopy of the approved fictitious name registration**. *The applicant's personal name must specifically appear on the fictitious name registration.*

2. **A Partnership must meet the following criteria:**

- At least two-thirds of the partners are licensed in a state to practice architecture, engineering or landscape architecture.
- At least one-third of the partners is licensed in a state to practice architecture.
- At least one partner is a licensee of the Board.

Documents needed from the Pennsylvania Corporation Bureau:

- a) For **Pennsylvania** partnerships - **provide a photocopy of the approved certificate of registration.**
- b) For **out of state** partnerships – **provide a photocopy of the certificate of authority to do business as a foreign limited liability company or partnership.**
- c) If the Partnership is doing business under a **fictitious name**, also include a **photocopy of the approved fictitious name registration**. *The Partnership's name must specifically appear on the fictitious name registration.*

3. **A Professional Association must meet the following criteria:**

- At least two-thirds of the members of the board of governors are licensed in a state to practice architecture, engineering or landscape architecture.
- At least one-third of the members of the board of governors is licensed in a state to practice architecture.
- At least one member is a licensee of the Board.

Documents needed from the Pennsylvania Corporation Bureau:

- a) For **Pennsylvania** associations – **provide a photocopy of the articles of association.**
 - b) For **out of state** associations – **provide a photocopy of the foreign registration statement to do business as a foreign association.**
 - c) If the corporation is doing business under a **fictitious name**, also include a **photocopy of the approved fictitious name registration**. *The association's name must specifically appear on the fictitious name registration.*
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4. A Professional Corporation must comply with the “Professional Corporation Law” and meet the following criteria:

- Every shareholder is licensed in a state to practice architecture, engineering or landscape architecture.
- At least one shareholder is a licensee of the Board.

Documents needed from the Pennsylvania Corporation Bureau:

- a) For **Pennsylvania** corporations – **provide a photocopy of the approved articles of incorporation.**
 - b) For **out of state** corporations – **provide a photocopy of the foreign registration statement to do business as a foreign corporation.**
 - c) If the corporation is doing business under a **fictitious name**, also include a **photocopy of the approved fictitious name registration**. *The corporation's name must specifically appear on the fictitious name registration.*
-

5. A Business Corporation must meet the following criteria:

- At least two-thirds of the directors are licensed in a state to practice architecture, engineering or landscape architecture.
- At least one-third of the directors is licensed in a state to practice architecture.
- At least one director is a licensee of the Board.
- At least two-thirds of all classes of voting stock issued and outstanding at any one time are owned by architects, engineers or landscape architects.
- At least one-third of each class of voting stock issued and outstanding at any one time are owned by individuals licensed in a state to practice architecture.

Documents needed from the Pennsylvania Corporation Bureau:

- a) For **Pennsylvania** corporations – **provide a photocopy of the approved articles of incorporation.**
 - b) For **out of state** corporations – **provide a photocopy of the foreign registration statement to do business as a foreign corporation.**
 - c) If the corporation is doing business under a **fictitious name**, also include a **photocopy of the approved fictitious name registration**. *The corporation's name must specifically appear on the fictitious name registration.*
-

6. A Limited Liability Company must meet the following criteria:

- At least two-thirds of the members, if managed by members, or at least two-thirds of the managers, if managed by managers, are licensed under the laws of any state to practice architecture, engineering or landscape architecture.
- At least one-third of the members, if managed by members, or at least one-third of the managers, if managed by managers, is licensed under the laws of any state to practice architecture.
- At least one member or manager is a licensee of the Board.
- At least two-thirds of all classes of voting membership at any one time shall be owned by an individual or individuals licensed under the laws of any state to practice architecture, engineering or landscape architecture.

- At least one-third of all classes of voting membership at any one time shall be owned by an individual or individuals licensed under the laws of any state to practice architecture.

Documents needed from the Pennsylvania Corporation Bureau:

- a) For **Pennsylvania** companies – **please provide a photocopy of the approved certificate of registration.**
- b) For **out of state** companies – **please provide a photocopy of the certificate of authority to do business as a foreign limited liability company.**
- c) If the Limited Liability Company is doing business under a **fictitious name**, also include a **photocopy of the approved fictitious name registration.** *The Limited Liability Company's name must specifically appear on the fictitious name registration.*

7. A Limited Liability Partnership must meet the following criteria:

- At least two-thirds of the partners are licensed under the laws of any state to practice architecture, engineering or landscape architecture.
- At least one-third of the partners is licensed under the laws of any state to practice architecture.
- At least one partner is a licensee of the Board.

Documents needed from the Pennsylvania Corporation Bureau:

- a) For **Pennsylvania** partnerships – **please provide a photocopy of the approved certificate of registration.**
- b) For **out of state** partnerships – **please provide a photocopy of the certificate of authority to do business as a foreign limited liability partnership.**
- c) If the Limited Liability Partnership is doing business under a **fictitious name**, also include a **photocopy of the approved fictitious name registration.** *The Limited Liability Partnership's name must specifically appear on the fictitious name registration.*

8. Exception for two owners:

- Section 9.162 (relating to firm practice) will not be construed to prevent the practice of architecture in a business form which is wholly owned by only two persons. The partnership, professional association, professional corporation, limited liability company, limited liability partnership or business corporation shall have at least one owner who is a licensee of the Board, and who owns at least 50% of the business.

A *Partnership, Professional Association, Professional Corporation or Business Corporation* engaged in the practice of architecture having fewer than three partners, governors, shareholders or directors shall have at least one owner who is a licensee of the Board and who owns 50% of the business.

A *Partnership, Professional Association, Limited Liability Company or Limited Liability Partnership* engaged in the practice of architecture having fewer than three partners, governors, shareholder or directors, members or managers shall have at least one partner, governor, shareholder or director, member or manager who is an individual licensed in this Commonwealth.

Each project undertaken by a firm engaged in the practice of architecture in the Commonwealth of Pennsylvania must be under the personal supervision of *a partner in the case of a Partnership or Limited Liability Partnership, a member of the board of governors in the case of a Professional Association, a shareholder in the case of a Professional Corporation, or a director in the case of a Business Corporation, or member or manager in the case of a Limited Liability Company* who holds a certificate to engage in the practice of architecture in this Commonwealth pursuant to the Act. The seal of such individuals must appear on all drawings, specifications and other design documents issued by the firm for such projects.

ATTACHMENTS:

1. **FEE.** Provide a check or money order in the amount of **\$50.00** made payable to the “Commonwealth of PA.”
2. **FIRM/FICTITIOUS NAME APPROVAL: This will only be sent from our office if the firm name is changing.** When you receive the approval letter for the firm name or fictitious/dba name from the Board Office, submit a copy to the Pennsylvania Corporation Bureau with your Corporation Bureau filing application. The Board cannot update the record until after you have submitted approved documents from the Pennsylvania Corporation Bureau. The Corporation Bureau will issue documents to you indicating your firm has been registered with that Bureau. Submit a copy of the Corporation Bureau approval documents to the Board so the firm license record can be updated as requested.
3. **FORMATION DOCUMENTATION.** Attach the applicable documentation dated within **90 days** of receipt in the Board office, from the Pennsylvania Corporation Bureau:
 - **Corporations**
 - a) For **Pennsylvania** corporations--**a photocopy of the approved articles of incorporation.**
 - b) For **out of state** corporations--**a photocopy of the foreign registration statement to do business as a foreign corporation.**
 - c) If the corporation is doing business under a **fictitious name**, also include **a photocopy of the approved fictitious name registration.** *The corporation’s name must specifically appear on the fictitious name registration.*
 - **Limited Liability Companies and Partnerships**
 - d) For **Pennsylvania** companies and partnerships--**a photocopy of the approved certificate of registration.**
 - e) For **out of state** companies and partnerships --**a photocopy of the certificate of authority to do business as a foreign limited liability company or partnership.**
 - f) If the Limited Liability Company or Partnership is doing business under a **fictitious name**, also include a **photocopy of the approved fictitious name registration.** *The Limited Liability Company or Partnership’s name must specifically appear on the fictitious name registration.*
 - **Sole Proprietorships**
 - b) If the sole proprietorship is doing business under a **fictitious name**, also include **a photocopy of the approved fictitious name registration.** *The applicant’s personal name must specifically appear on the fictitious name registration.*

Questions about entity filings should be directed to the Corporation Bureau, Department of State, Harrisburg, PA 17120, (717) 787-1057.

4. **CRIMINAL HISTORY RECORD CHECK (CHRC).** For each owner, partner, manager, member, director, or shareholder **being added to the firm ownership listed in Section 3 of this application**, provide a recent CHRC from the state police or other state agency for every state in which you have lived or worked for the past five (5) years. The report(s) must be dated within 180 days of the date it is submitted. **For applicants residing in Pennsylvania**, request your CHRC from the Pennsylvania State Police at <https://epatch.pa.gov>. **For applicants residing in California, Arizona, or Ohio:** Due to the laws of these states, the Board is not an eligible recipient of CHRCs. Please obtain your Federal Bureau of Investigation (FBI) Identity History Summary Check at <https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/identity-history-summary-checks> for CA, AZ, or OH. **All other states:** look for the state police, state bureau of investigation/identification, department of public safety, or other state government agency for rules to obtain the results in that state. **Existing owners (listed in Section 3 of this application) or owners being removed from the ownership are not required to submit this documentation.**

5. **LETTERHEAD: This is required to be submitted for ALL Firm Amendment Applications.**

Provide a copy of the proposed letterhead, displaying the full firm name the corporate designator (i.e. LLC, PC, Inc., Corp., etc.), fictitious/dba name if applicable, names of the principals followed by credentials indicating their respective professions, as well as the word “architect” or some derivation thereof as part of the name of the business, or as a subtitle thereto if it is not already included in the firm and/or fictitious name. This must be part of the letterhead (header/footer/margins)- it cannot simply be listed in the body of the letter. "Principal" means an officer, principal stockholder or person having a substantial interest in or management responsibility for an architectural practice. **Please note the letterhead must be used for any correspondence for projects in Pennsylvania.**

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AMENDMENT APPLICATION FOR FIRM REGISTRATION

\$50.00 NON-REFUNDABLE APPLICATION FEE

Check or money order only, made payable to the "Commonwealth of Pennsylvania."
There is a \$20.00 charge for all checks returned "not paid" regardless of the reason for non-payment.

ALL APPLICATIONS EXPIRE 12 MONTHS FROM THE DATE OF RECEIPT IN OUR OFFICE.

If an application has expired and the applicant wishes to continue the application, the Board shall require the applicant to submit a new application including the required fee.

CHANGES WILL NOT BE MADE TO THE LICENSE RECORD UNTIL THE APPLICATION IS COMPLETED AND ANY DISCREPANCIES ARE RESOLVED.

IF THIS APPLICATION IS FOR AN AMENDMENT OF A FIRM LICENSE, PROVIDE THE CURRENT FIRM LICENSE NUMBER: AX- _____ OR SX- _____

WHAT IS THE CHANGE BEING MADE TO THIS FIRM? _____

SECTION 1: PLEASE LIST THE TYPE OF FIRM

- BUSINESS CORPORATION
 PROFESSIONAL CORPORATION
 PARTNERSHIP
 SOLE PROPRIETORSHIP
 PROFESSIONAL ASSOCIATION
 LIMITED LIABILITY COMPANY
 LIMITED LIABILITY PARTNERSHIP

SECTION 2:

FIRM NAME: This is the name you have registered/will be registering with the Corporation Bureau.	
FICTITIOUS/DBA NAME: This is the name you are conducting business as.	
FIRM STREET ADDRESS:	
CITY / STATE / ZIP CODE:	
BUSINESS TELEPHONE NUMBER:	
EMAIL ADDRESS:	

SECTION 3: OWNERSHIP INFORMATION – ONLY COMPLETE THE SECTION FOR THE CORRECT FIRM TYPE

FOR SOLE PROPRIETORSHIPS: LIST THE OWNER

NAME	LICENSE NUMBER REQUIRED	STATE OF LICENSURE	PROFESSION

FOR PARTNERSHIPS OR LIMITED LIABILITY PARTNERSHIPS: LIST ALL GENERAL PARTNERS

LIST OWNERSHIP PERCENTAGES FOR PARTNERSHIPS OR LIMITED LIABILITY PARTNERSHIPS WITH TWO OWNERS

NAME	LICENSE NUMBER REQUIRED	STATE OF LICENSURE	PROFESSION	PERCENTAGE

FOR PROFESSIONAL ASSOCIATIONS: LIST ALL MEMBERS OF THE BOARD OF GOVERNORS

LIST OWNERSHIP PERCENTAGES FOR PROFESSIONAL ASSOCIATIONS WITH TWO OWNERS

NAME	LICENSE NUMBER REQUIRED	STATE OF LICENSURE	PROFESSION	PERCENTAGE

FOR BUSINESS CORPORATIONS: LIST ALL DIRECTORS & ANSWER 2 QUESTIONS BELOW

LIST OWNERSHIP PERCENTAGES FOR BUSINESS CORPORATIONS WITH TWO OWNERS

NAME	LICENSE NUMBER REQUIRED	STATE OF LICENSURE	PROFESSION	PERCENTAGE

Are at least two-thirds of each class of voting stock issued or outstanding at one time owned by architects, engineers or landscape architects?

YES

NO

Are at least one-third of each class of voting stock issued or outstanding at one time owned by individuals licensed in a state to practice architecture?

YES

NO

FOR PROFESSIONAL CORPORATIONS: LIST ALL SHAREHOLDERS

NAME	LICENSE NUMBER REQUIRED	STATE OF LICENSURE	PROFESSION	PERCENTAGE
				Total 100%

FOR LIMITED LIABILITY COMPANIES: LIST ALL MEMBERS/MANAGERS & ANSWER 2 QUESTIONS BELOW

LIST OWNERSHIP PERCENTAGES FOR LIMITED LIABILITY COMPANIES WITH TWO OWNERS

NAME	LICENSE NUMBER REQUIRED	STATE OF LICENSURE	PROFESSION	PERCENTAGE

Are at least two-thirds of all classes of voting membership at any one time owned by an individual licensed under the laws of any state to practice architecture, engineering or landscape architecture?

YES

NO

Are at least one-third of all classes of voting membership at any one time owned by an individual licensed under the laws of any state to practice architecture?

YES

NO

SECTION 4: The following questions must be answered: *If you answer "yes" to questions 3-6 provide a written explanation and certified copy of the record with this application.*

		YES	NO
1. Has any owner, partner, manager, member, director, or shareholder hold or ever held a license, certificate, permit, registration or other authorization to practice a profession or occupation in any state or jurisdiction?			
2. If you answered yes to the above question, please provide the profession and state or jurisdiction: _____			
3. Has any owner, partner, manager, member, director, or shareholder had disciplinary action taken against a professional or occupational license, certificate, permit, registration or other authorization to practice a profession or occupation issued to you in any state or jurisdiction or have you agreed to voluntary surrender in lieu of discipline?	<input type="checkbox"/> Check here if action was taken in PA - Certified Copies Not Required		
4. Has any owner, partner, manager, member, director, or shareholder currently have any disciplinary charges pending against your professional or occupational license, certificate, permit or registration in any state or jurisdiction?			
5. Has any owner, partner, manager, member, director, or shareholder withdrawn an application for a professional or occupational license, certificate, permit or registration, had an application denied or refused, or for disciplinary reasons agreed not to apply or reapply for a professional or occupational license, certificate, permit or registration in any state or jurisdiction?			
6. Has any owner, partner, manager, member, director, or shareholder currently have any criminal charges pending and unresolved in any state or jurisdiction?			

SECTION 5: For each owner, partner, manager, member, director, or shareholder BEING ADDED TO THE OWNERSHIP PROVIDED IN SECTION 3 ABOVE, regardless if they have a conviction or not.

Provide a recent Criminal History Records Check (CHRC) from the state police or other state agency for every state in which you have lived or worked for the past five (5) years. The report(s) must be dated within 90 days of the date the application is submitted. For applicants residing in Pennsylvania, request your CHRC from the Pennsylvania State Police at <https://epatch.pa.gov>. For applicants residing in California, Arizona, or Ohio: Due to the laws of these states, the Board is not an eligible recipient of CHRCs. Please obtain your Federal Bureau of Investigation (FBI) Identity History Summary Check at <https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/identity-history-summary-checks> for CA, AZ, or OH. All other states: look for the state police, state bureau of investigation/identification, department of public safety, or other state government agency for rules to obtain the results in that state. Existing owners (listed in Section 3 of this application) or owners being removed from the ownership are not required to submit this documentation.

[] Check box if claiming a Business fee exemption for veteran-owned and reservist-owned small business under Act 135 of 2016 (51 Pa.C.S. §§ 9610-9611)

Under Act 135 of 2016, veterans and reservists starting or opening a small business in the Commonwealth are exempt from the payment of a business fee effective January 2, 2017. Therefore, the board will waive the initial application fee for veteran- or reservist-owned small businesses as follows:

1. The veteran/reservist owner(s) must certify below that they are starting a small business in the Commonwealth. A **small business** must be independently owned, not dominant in its field of operation and employ 100 or fewer employees. The business must be owned AND controlled by a veteran or reservist. For businesses with multiple owners, at least 51% of the ownership interest must be held by veterans/reservists to claim the exemption.
2. The veteran/reservist owner(s) must attach proof of the veteran's or reservist's status at the time the initial application is submitted. Such proof includes a legible photocopy of:
 - A Federal DD-214 form
 - A Federal NGB-22 form
 - A valid Federal Veterans' Administration card or
 - A valid Department of Defense-issued military identification card

CERTIFICATION STATEMENT:

I hereby certify that I am applying for this license in order to start or open a small business in the Commonwealth of Pennsylvania as defined above, that I am a veteran or reservist as evidenced by the attached documentation, and that at least 51% of the ownership of the small business is veteran- or reservist-owned.

Signature of veteran/reservist applicant

Date

Printed name of veteran/reservist applicant

** Use additional sheets as necessary for each veteran/reservist owner

SECTION 6: CERTIFICATION (TO BE SIGNED BY A PARTNER, OFFICER, MANAGER, OR OTHER PRINCIPAL IN THE FIRM WHO IS A LICENSEE OF THE PA ARCHITECT BOARD AND HAS AUTHORITY TO DO SO)

I/WE WILL NOTIFY THE BOARD PRIOR TO CHANGE IN THE OWNERSHIP OF THE BUSINESS WHENEVER CHANGES ARE CONTEMPLATED.

I verify that this application is in the original format as supplied by the Department of State and has not been altered or otherwise modified in any way. I am aware of the criminal penalties for tampering with public records or information pursuant to 18 Pa. C.S. §4911.

I verify that the statements in this application are true and correct to the best of my knowledge, information and belief. I understand that false statements are made subject to the penalties of 18 Pa. C.S. §4904 (relating to unsworn falsification to authorities) and may result in the suspension, revocation or denial of my license, certificate.

APPLICANT SIGNATURE

DATE

PLEASE PRINT NAME