

BOARD OF GOVERNORS OF THE LICENSED ARCHITECTS, LANDSCAPE ARCHITECTS
AND REGISTERED INTERIOR DESIGNERS OF OKLAHOMA
220 NE 28th Street, Ste #150, OKLAHOMA CITY, OK 73105
(405)949-2383

REVISION
APPLICATION FOR CERTIFICATE OF AUTHORITY (CA)
ARCHITECTURE

Refer to the Oklahoma Administrative Code 55:10 Subchapter 13
Each office/branch location producing work in OK is required to have a separate Certificate of Authority.
THIS AUTHORITY WILL EXPIRE JUNE 30, 2021 UNLESS RENEWED.

FEE: \$100.00 – EMAIL JANIE.HOLLARS@BOARDOFARCH.OK.GOV TO RECEIVE A LINK TO THE PAYMENT PORTAL

SECTION 1

EXISTING CA #:

EFFECTIVE DATE OF CHANGE:

FIRM NAME CONFIRMATION

List name of the entity. Be sure to include legal entity designation. Examples: INC, LLC, LLP

PREVIOUS Legal Name of Entity:

CURRENT Legal Name of Entity:

Federal Tax ID #:

Phone:

Fax:

E-mail:

Office Physical Location Address:

City:

State:

ZIP Code:

SECTION 2

MAILING ADDRESS IF DIFFERENT FROM ABOVE

By checking this section you agree to have ALL CORRESPONDENCE, INCLUDING RENEWAL NOTICES, sent to the mailing address below.

Mailing Address:

City:

State:

ZIP Code:

SECTION 3

TYPE OF ENTITY

Type of Entity: (check one)

<input type="checkbox"/>	LLC, LLP, PLLC, PLLP*	Manager, Member*
<input type="checkbox"/>	PARTNERSHIP	Partner
<input type="checkbox"/>	LIMITED PARTNERSHIP	General Partnership
<input type="checkbox"/>	CORPORATION, SOLE PROPRIETORSHIP, ESOP	Director, Officer, Shareholder, ESOP, Principal
<input type="checkbox"/>	Association	Corporation, LLC, LLP, Individuals
<input type="checkbox"/>	Joint Venture	Two of the above

SECTION 4

ARTICLES OF ORGANIZATION

- | | | |
|--------------------------|-----|--|
| <input type="checkbox"/> | Yes | <ul style="list-style-type: none">This firm is registered with the Oklahoma Secretary of State. |
| <input type="checkbox"/> | No | <ul style="list-style-type: none">This firm is NOT registered with the Oklahoma Secretary of State (SOS). You are required to immediately file with the SOS once authorization granted by this board |

SECTION 4 - part 2 (REQUIRED if you answered yes OR no above)

Attach separately: Provide the following additional documentation with this application: *
Information on the legal business entity including, but not limited to, the articles, organizational agreements or documents establishing the legal business entity, current good standing verification from Secretary of State. Also include a list of the members, managers, officers, partners, or other managing agents of the legal entity. Include license number, type of license, state of registration.

SECTION 5

NAMES IN FIRM TITLE

- | | |
|--------------------------|-----------|
| <input type="checkbox"/> | ADDITION |
| <input type="checkbox"/> | DELETION |
| <input type="checkbox"/> | NO CHANGE |

List below ALL surnames in the firm title, their license number, type of license, state of registration, indicate status (active, inactive, retired or deceased) and the year if inactive, retire or deceased. Example: Miller White Roberts Architecture, Inc. – John Miller, Architect, NY license#1234, deceased 1995; William White, PE, NY license#1234, active; Sam Roberts, Architect, NY license#1234, active.

SECTION 6

FIRM PERSONNEL

- | | |
|--------------------------|-----------|
| <input type="checkbox"/> | ADDITION |
| <input type="checkbox"/> | DELETION |
| <input type="checkbox"/> | NO CHANGE |

List below the name, title and address of ALL personnel of the entity which act in its behalf IN OKLAHOMA as architects in the capacity as partners, officers, directors, principals, managers, members. Also, list all employees. Include title and Oklahoma license number for each.

SECTION 7

OTHER OFFICE LOCATIONS

- | | |
|--------------------------|-----------|
| <input type="checkbox"/> | ADDITION |
| <input type="checkbox"/> | DELETION |
| <input type="checkbox"/> | NO CHANGE |

List all other office addresses (corporate, branch). Each location producing work in Oklahoma is required to have a separated certificate of authority. Please note if attaching a separate list.

PLEASE COPY THIS PAGE IF NEEDED FOR ADDITIONAL ARCHITECT(S) OF RECORD

SECTION 8

ARCHITECT(S) OF RECORD

ARCHITECT OF RECORD

<input type="checkbox"/>	ADDITION
<input type="checkbox"/>	DELETION
<input type="checkbox"/>	NO CHANGE

1. Name:
2. Oklahoma License #:
3. City & State of Office Location: (see section 1)

Architect of Record must hold a legal position in the type of entity selected above in Section 3 and may not be an employee only.

(check one below)

Applies <u>only</u> to LLC, LLP, PLLC, PLLP	*	General Partner	<input type="checkbox"/>	Director	<input type="checkbox"/>
Manager*	<input type="checkbox"/>	Partner	<input type="checkbox"/>	Officer	<input type="checkbox"/>
Member*	<input type="checkbox"/>			Shareholder	<input type="checkbox"/>
				ESOP – Employee Owned	<input type="checkbox"/>
				Principal	<input type="checkbox"/>

ARCHITECT OF RECORD

<input type="checkbox"/>	ADDITION
<input type="checkbox"/>	DELETION
<input type="checkbox"/>	NO CHANGE

1. Name:
2. Oklahoma License #:
3. City & State of Office Location: (see section 1)

Architect of Record must hold a legal position in the type of entity selected above in Section 3 and may not be an employee only.

(check one below)

Applies <u>only</u> to LLC, LLP, PLLC, PLLP	*	General Partner	<input type="checkbox"/>	Director	<input type="checkbox"/>
Manager*	<input type="checkbox"/>	Partner	<input type="checkbox"/>	Officer	<input type="checkbox"/>
Member*	<input type="checkbox"/>			Shareholder	<input type="checkbox"/>
				ESOP – Employee Owned	<input type="checkbox"/>
				Principal	<input type="checkbox"/>

- **THIS PAGE IS REQUIRED FOR EACH NEW ARCHITECT(S) OF RECORD ADDED IN SECTION 8 (MAKE ADDITIONAL COPIES AS NEEDED)**

SECTION 9

ARCHITECT OF RECORD AFFIDAVIT

DISCLAIMER

The Board of Governors of the Licensed Architects, Landscape Architects and Registered Interior Designer of Oklahoma, by approving and issuing a Certificate of Authority to an entity, disclaims that an entity is lawfully or legally formed under the statutes of the State of Oklahoma.

I, being duly sworn, state that I am a licensed architect in the State of Oklahoma, in good standing with the Board of Governors of the Licensed Architects, Landscape Architects and Registered Interior Designers of Oklahoma and that I consent to be responsible for all of the activities and decisions in the State of Oklahoma for the above-named entity as same relates to the practice of Architecture in this state on a _____full or _____part time basis. The normal office hours of the firm are _____am to _____pm and open _____ through_____ (days of the week).

I understand that I am REQUIRED to sign, date and stamp all documents issued for the firm and all work is under my responsible control as defined by Oklahoma Statutes, Title 59, Section 46.3. Further, I hereby certify I have received, read and understand the State Architectural and Registered Interior Designers Act and the Board's current Rules as it applies to the requirements and responsibilities of and for this entity concerning the Certificate of Authority.

I hereby certify _____, that I am acting on behalf of the
Name of Architect of Record

entity by filing this application, and am doing so with full legal authority to act on the entity's behalf.

IN WITNESS WHEREOF, the entity has caused its name to be here unto:

Affixed by _____, 20____
Signature of Architect of Record **Date**

ATTEST: (Two attesting signatures are required or application will be rejected.)

(Attesting Name) **(Attesting Signature)**

(Attesting Name) **(Attesting Signature)**

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SECTION 10

THIS IS TO BE COMPLETED BY AN EXISTING ARCHITECT OF RECORD, IN GOOD-STANDING WITH THIS BOARD ACTING IN BEHALF OF THE FIRM.

IF YOU ARE THE ONLY ARCHITECT OF RECORD FOR THE FIRM AND ARE BEING ADDED IN SECTION 8 OF THIS APPLICATION YOU DO NOT HAVE TO FILL OUT THIS SECTION

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The Board of Governors of the Licensed Architects, Landscape Architects and Registered Interior Designer of Oklahoma, by approving and issuing a Certificate of Authority to an entity, disclaims that an entity is lawfully or legally formed under the statutes of the State of Oklahoma.

I hereby certify I have received, read and understand the State Architectural Act and the Board's current Rules as it applies to the requirements and responsibilities of and for this entity concerning the Certificate of Authority.

I hereby certify _____, that I am acting on behalf of the
Name of Architect of Record

entity by filing this application, and am doing so with full legal authority to act on the entity's behalf.

IN WITNESS WHEREOF, the entity has caused its name to be here unto:

Affixed by _____, 20 _____
Signature of Architect of Record **Date**

.....

