

**INSTRUCTIONS FOR FILING THE APPLICATION FOR CERTIFICATE OF
AUTHORITY OFF LINE (Firm License)**

TO AVOID IMPROPER FILING, PLEASE READ CAREFULLY.

There are six sections on the three page application form.

- Page one: All parts of sections 1. and 2. MUST be completed. For the FEI#, you may use the Architect of Record's Social Security # if the Federal Tax ID # is pending and inform the Board in writing when it is established.
- Section 1: The LEGAL name of the entity should be the same as the name on the original certificate of authority. If it is different, please explain. The Secretary of State has declared that numbers 0-10 numeric or written are non-descriptive and may not be used in the entity title. The address and telephone number should be the address and telephone number of the office.
- Section 2: The name(s) of the architect of record for the entity and his or her Oklahoma architectural license number(s) should be listed here.
- Page two: All parts of this page MUST be completed. The architect of record's signature(s) is required and if there are any other partners, directors, officers, shareholders, managers, members or principals in the firm, at least one of them must sign the Attest portion of this page. The signature and seal of a notary is also required. If you have more than one "Architect of Record", an additional copy of page two must be completed, signed and notarized for each "Architect of Record".
- Page three: Sections 3. through 4. must be completed if they apply to your firm. Write N/A in the sections that do not apply.
- Section 5: List the main office (office on original certificate of authority) and all branch offices of the firm. An office that is not involved in architectural practice in Oklahoma should be listed with the statement "Does not practice in Oklahoma."
- Nothing is required for section six.

Send the completed Certificate of Authority application and a check for the application fee in the amount of \$75.00 check, payable to "Oklahoma Board of Architects".

*IMPORTANT: If your firm is a corporation, limited partnership, LLC OR LLP, please read the special instructions on page 2 of the instructions.

Your application will be acted on by the Board at the next regular meeting and the Board will mail a certificate for the Certificate of Authority to your business address when it is approved.

The law requires the "Architect of Record" to notify the Board in writing, within thirty (30) days, of all changes to the original application. The Certificate of authority (firm license) will begin on date approved by the Board and expire on June 30, 2003. Renewals will be sent to the "Architect(s) of Record" at the business address.

**SPECIAL INSTRUCTIONS FOR CORPORATIONS,
LIMITED PARTNERSHIPS, LLC AND LLP**

- Contact the Oklahoma Secretary of State, State Capitol, Oklahoma City, Oklahoma 73105 or call 405-521-3911 for all forms to domesticate or qualify your entity for Oklahoma.
- Complete all forms received from the Secretary of State.

Upon approval by the Board, corporation, limited partnerships, LLC and LLP shall file all original domestication or certificate of qualification, fees and the Board letter of approval with the Oklahoma Secretary of State.

Consult the State Architectural Act, Section 46.9 for architects and Section 46.32 for landscape architects and the Oklahoma Administrative Code 55:10 Subchapter thirteen (13) Organizational Practice for further information or contact the Board office.

BOARD OF GOVERNORS OF THE LICENSED ARCHITECTS
AND LANDSCAPE ARCHITECTS OF OKLAHOMA
P O Box 53430
Oklahoma City, Oklahoma 73152
405-949-2383 Fax 405-949-1690

APPLICATION FOR CERTIFICATE OF AUTHORITY
Refer to the Oklahoma Administrative Code 55:10 Subchapter 13
(All information must be typewritten)

CA NUMBER _____
(Leave Blank)

GENERAL INFORMATION

Legal Name of Entity: _____
(Exactly as you want it filed with the Secretary of State)

Business Address: _____
City _____ State _____ Zip _____
Business Phone Number: _____ (Include Area Code)
Business Fax Number: _____ (Include Area Code)
No. of offices: _____ **Federal Tax I D #** _____

Type Of Entity:
____ LLC, LLP, PLLC, PLLP: Manager or Member
____ Partnership: Partner
____ Limited Partnership: General Partner
____ Corporation, Sole Proprietorship: Director, Officer, Shareholder, Principal
____ Association: Corporation, LLC, LLP, Individuals
____ Joint Venture: Two of the above

2. AFFIDAVIT OF THE ARCHITECT(S) OF RECORD:

NAME _____ OK License No. _____
General Partner _____ Director _____ Sole Proprietor _____
Partner _____ Officer _____ Shareholder _____ Manager _____
Member _____ Principal _____

NAME _____ OK License No. _____
General Partner _____ Director _____ Partner _____ Officer _____
Shareholder _____ Manager _____ Member _____ Principal _____

NAME _____ OK License No. _____
General Partner _____ Director _____ Partner _____ Officer _____
Shareholder _____ Manager _____ Member _____ Principal _____

(add additional page if more space is needed)

PLEASE COPY THIS PAGE FOR EACH ARCHITECT OF RECORD

AFFIDAVIT:

I, being duly sworn, state that I am a licensed _____ in the State of Oklahoma, in good standing with the Board of Governors of the Licensed Architects and Landscape Architects 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 ___Landscape Architecture (check applicable practice) 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 direct supervision as defined by OAC 55:10-1-3,p2. Further, I hereby certify I have received, read and understand the State Architectural Act and the Board's current Rules and Regulations as it applies to the requirements and responsibilities of and for this entity concerning the Certificate of Authority.

I hereby certify _____, acting on
(Type name of Architect of Record)
behalf of the entity by filing this application is doing so with full legal authority to act in the entity's behalf.

IN WITNESS WHEREOF, the entity has caused its name to be hereunto
Affixed by _____ and
(signature of architect of record)

Attested this _____ day of _____, 20 _____.

ATTEST:

(Attesting Signature) (Type name of attesting signature)

(Attesting Signature) (Type name of attesting signature)

Subscribed and sworn to before me this _____ day of _____, 20 _____.

(Signature of Notary Public)

My commission expires _____.

