



Ohio Architects Board

77 South High Street, 16th Floor
Columbus, Ohio
43215-6108

Phone (614) 466-2316
Fax (614) 644-9048
www.arc.ohio.gov

Instructions for a New Firm Certificate of Authorization Application and Change of Name

Each application must include:

- Notarized Application (ARC 007).
- Notarized Affidavit of Responsibility (ARC 001) for each designated architect, who must be registered in Ohio.
- Copy of Ohio Secretary of State's 'Certificate/Registration' authorizing the firm to do business in the state of Ohio.
- \$125.00 application fee, check or money order, U.S. funds only, payable to "Treasurer, State of Ohio".
- Mail to: Ohio Architects Board, 77 S. High St., 16th Floor, Columbus Ohio 43215-6108.

Important Information

- Laws and Rules for the firm certificate of authorization can be found at O.R.C. 4703.18 and O.A.C. 4703-3-02.
- Before applying for a Certificate of Authorization, firms must register to do business in the state of Ohio with the Ohio Secretary of State. A copy of the 'Certificate/Registration' must accompany the application for the Certificate of Authorization. For registration forms, contact the Ohio Secretary of State, Business Services Division, at <http://www.sos.state.oh.us/SOS/Businesses.aspx> or by phone at (614) 466-3910 or Toll Free at (877) 767-3453
- All Certificates of Authorization expire annually on June 30.
- Failure to renew the Firm Certificate of Authorization by the June 30 deadline renders the firm inactive and unauthorized to practice in Ohio.
- Firms must notify the Board within thirty days of any change in the firm's name or address, changes of partners, managers, officers, members, directors, shareholders, trustees, designated architects, or re-distribution of ownership.
- Firms with a change of name must file a new application and a fee of \$125.
- Firms that do not wish to renew the certificate of authorization must notify the Board in writing.
- Firms that do not renew the Certificate of Authorization must dissolve the corporation and surrender the firm's license to do business in Ohio with the Ohio Secretary of State.
- A Firm Certificate of Authorization is not the same as the individual's license to practice architecture in the state of Ohio.

Firms must meet all of these requirements in order to obtain the Certificate of Authorization:

Note: *Certain architecture firms are exempt from items 1, 2 and 3: firms which were actively registered with the Ohio Secretary of State and granted a charter to do business in the state of Ohio prior to August 7, 1943 or otherwise lawfully providing architectural services prior to November 15, 1982. These firms are still required to obtain a Firm Certificate of Authorization.*

1. More than 50% of the shareholders, members, trustees or partners must be design professionals (architects, landscape architects, engineers, or surveyors) with an active registration in any state. (For example, if ten individuals hold all of the stock or interest in the firm, then six must be registered design professionals.)
2. More than 50% of the shares or interests in the corporation, partnership, limited liability company, trust or association must be owned by design professionals with an active registration in any state.
3. More than 50% of the firm's board of directors (in a corporation) must be active registered design professionals in any state.
4. At least one architect with an active Ohio registration is in responsible charge of the professional activities and decisions of the firm.
5. At least one architect with an active Ohio registration, designated in responsible charge of the professional activities and decisions of the firm, is also a member of the firm's Board of Directors.
6. The firm must hold an active registration to do business in the state of Ohio with the Ohio Secretary of State, Business Services Division at: <http://www.sos.state.oh.us/SOS/Businesses.aspx> by phone (614) 466-3910, or toll-free (877) 767-3453.

For questions or assistance, contact:

Chad Holland

Phone: (614) 466-1476

Email: chad.holland@arla.state.oh.us



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Application for a New Firm Certificate of Authorization (ARC 007)

This firm is registered with the Ohio Secretary of State as a:

<input type="checkbox"/> Corporation	<input type="checkbox"/> Professional Association	<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Partnership
Ohio Secretary of State Charter/Registration Number: _____			

Contact Information: This is a: New Firm Application Change of Firm Name

Firm Name	Contact Name	
DBA (If Applicable)	Email (required)	
Principal Office Address/City/State/Zip Code	County, if Ohio	
Mailing address/city/state/zip code (if different)	Phone	Fax

List all Shareholders, Members, Partners, Managers, Directors, Trustees and Officers (Use additional sheets if needed.)

Name	Design Discipline/Registration No./State/Expiration Date	No. of Shares Held
Principal Office Address/City/State/Zip Code		% Ownership
Telephone	Fax	Email

Name	Design Discipline/Registration No./State/Expiration Date	No. of Shares Held
Principal Office Address/City/State/Zip Code		% Ownership
Telephone	Fax	Email

Name	Design Discipline/Registration No./State/Expiration Date	No. of Shares Held
Principal Office Address/City/State/Zip Code		% Ownership
Telephone	Fax	Email

FOR BOARD USE ONLY	Check No.	Rec'd Date
Staff Review Date/Initials	Director Review Date/Initials	Issue Date



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List the firm's Ohio-registered Designated Responsible Architect(s) (Use additional sheets if needed.)

Name		Ohio Registration No./Expiration Date	No. of Shares Held
Principal Office Address/City/State/Zip Code			% Ownership
Telephone	Fax	Email	

Name		Ohio Registration No./Expiration Date	No. of Shares Held
Principal Office Address/City/State/Zip Code			% Ownership
Telephone	Fax	Email	

Name		Ohio Registration No./Expiration Date	No. of Shares Held
Principal Office Address/City/State/Zip Code			% Ownership
Telephone	Fax	Email	

Affidavit of Authorization
(To be signed by person completing form)

State of _____, County of _____,

I, _____, being duly sworn, or affirmed, depose and say I am duly
Print Name of Authorized Agent

authorized by _____ to prepare this application for a Certificate of Authorization
Print Firm Name

and attest to the best of my knowledge and belief, that the information contained herein is true.

Signature and Title of Affiant

Subscribed and sworn, or affirmed, to me this _____ day of _____, _____.

Witness my hand and seal hereto attached.

Notary Public

Notary Seal

My commission expires _____, _____.



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AFFIDAVIT OF RESPONSIBILITY (ARC 001)

(Complete one for each Ohio designated responsible architect)

State of _____

County of _____

I, _____, the undersigned affiant, under oath, being duly sworn,
Print Name

swear I am a registered architect in the State of Ohio, _____
Ohio Registration Number/ Expiration Date

issued by the Ohio Architects Board and that I am a designee of

_____ and I accept the full responsibility for the architectural
Firm Name

activities and decisions of this firm and meet the requirements under law for this
designation.

Signature of Affiant

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

Witness my hand and seal hereto attached –

Signature

Notary Seal

My commission expires _____, _____.