



Ohio Architects Board Ohio Board of Landscape Architect Examiners

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

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

Instructions for the 2013-2014 Renewal Firm Certificate of Authorization Application

Each application must include:

- Notarized renewal application.
- Application must include Secretary of State entity number, which is available online at: <http://www.sos.state.oh.us/SOS/Businesses.aspx>, by phone at (614) 466-3910, or toll-free (877) 767-3453.
- Notarized Affidavits of Responsibility for each Ohio designated architect and/or Ohio landscape architect.
- **The firm renewal fee is \$100.00 for each profession; firms offering both architecture and landscape architecture services must pay \$200.00.**
- Make check or money order, U.S. dollars only, payable to: “**Treasurer, State of Ohio**”.
- Mail check and application to: Ohio Architects Board, 77 S. High St., 16th Floor, Columbus, OH 43215-6108.

Important Information:

- Applications without the correct fee or with incomplete information will be returned.
- All *current* Certificates of Authorization expire on June 30, 2013.
- The renewal certificate authorizes the firm to provide services from July 1, 2013, through June 30, 2014.
- *The renewal certificate will be mailed to the firm* and must be displayed for public viewing.
- Failure to renew the Certificate of Authorization by the June 30 deadline renders the firm inactive and unauthorized to practice in Ohio.
- There is no grace period for late renewals. Renewals postmarked after June 30, 2013 must file a new application. (New firm application fee: \$125.00 per profession.)
- Firms are responsible for notifying the board within 30 days of any changes in the firm’s name, address, partners, managers, officers, members, directors, shareholders, designated architects/landscape architects, or re-distribution of ownership.
- 100% of shares or interest for all owners must be reported, along with design discipline, state and expiration date for all applicable design professional owners.
- Firms with a change of name must file a new application.
- 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 or surrender their license to do business in the state of Ohio with the Ohio Secretary of State.
- Renewing a firm Certificate of Authorization is *not* the same as renewing an individual’s license to practice architecture (expires 12/31/13) or landscape architecture (expires 10/31/13) in the state of Ohio.



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Renewal Application for the 2013-2014 Firm Certificate of Authorization

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

Corporation	Professional Association	Limited Liability Company	Partnership
Secretary of State Entity Number : _____			

This firm provides the following services in the State of Ohio:

Architecture (\$100.00)	Landscape Architecture (\$100.00)	Architecture <i>and</i> Landscape Architecture (\$200.00)
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Contact Information:

Firm Name/DBA		Firm Certificate Number	Contact Name	
Principal office street address			Contact Email	
City	State	Zip Code	County, if Ohio	
Mailing Address (if different from above)		Phone	Fax	

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

Name		Design Discipline / Registration No. / State / Exp. Date	# of Shares Held
Principal Office Address			% Ownership
Telephone	Fax	Email	

Name		Design Discipline / Registration No. / State / Exp. Date	# of Shares Held
Principal Office Address			% Ownership
Telephone	Fax	Email	

Name		Design Discipline / Registration No. / State / Exp. Date	# of Shares Held
Principal Office Address			% Ownership
Telephone	Fax	Email	

Board Use Only	Check No.	Rec'd Date
Reviewed by/Initials	Review Date	Issue Date

List the firm's Ohio designated responsible architects or landscape architects (Use additional sheets if needed):

Name	Ohio Registration No./Expiration Date	# of Shares Held
Principal Office Address		% Ownership
Telephone	Fax	Email

Name	Ohio Registration No./Expiration Date	# of Shares Held
Principal Office Address		% Ownership
Telephone	Fax	Email

Name	Ohio Registration No./Expiration Date	# of Shares Held
Principal Office Address		% 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

(Complete one for each Ohio designated responsible architect and/or landscape architect)

State of _____

County of _____

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

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

issued by the Ohio Architects Board/Ohio Board of Landscape Architect Examiners and that I am a
designee of _____ and I accept the full responsibility for the professional
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 –

Notary Public

Notary Seal

My commission expires _____, _____.