



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 the 2009-2010 Renewal Firm Certificate of Authorization Application (ARC 021)

Each application must include:

- Notarized renewal application (AR021).
- Application must include Secretary of State registration/charter number, which is available online at <http://www.sos.state.oh.us/SOS/businessServices.aspx>, by phone at (614) 466-3910, or toll-free (877) 767-3453.
- Notarized Affidavits of Responsibility (AR01) for each designated architect.
- \$100.00 renewal fee.
- Make check or money order, U.S. dollars only, payable to: “**Treasurer, State of Ohio**”.
- Mail check to: Ohio Architects Board, 77 S. High St., 16th Fl, 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, 2009.
- The renewal certificate authorizes the firm to provide services from July 1, 2009, through June 30, 2010.
- Failure to renew the Certificate of Authorization by the June 30 deadline renders the firm inactive and unauthorized to practice in Ohio.
- There is a 45-day grace period for late renewals, which ends August 14, 2009.
- Renewals postmarked after August 14, 2009, must file a new application. (New application fee: \$125.00)
- 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, or re-distribution of ownership.
- 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 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 12/31/09) in the state of Ohio.

Firms must meet all of these requirements in order to renew the 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/businessServices.aspx>, or by phone at (614) 466-3910, or toll-free at (877) 767-3453.



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Renewal Application for the 2009-2010 Firm Certificate of Authorization (ARC 021)

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

Corporation
 Professional Association
 Limited Liability Company
 Partnership
 Secretary of State Registration/Charter Number: _____

Contact Information:

Firm Name/DBA	Firm Certificate Number	Contact Name
Principal office address	Contact Email	
	Phone	
Mailing Address (if different from above)	Fax	

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

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

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

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

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 designated responsible architects (Use additional sheets if needed):

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

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

Name		Ohio Registration No./Expiration Date	No. 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 (ARC 001)

(Complete one for each 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 _____, _____.