



## The North Carolina Board of Architecture

127 W. Hargett Street Suite 304

Raleigh, NC 27601

Phone: 984-328-1161 ncba@ncbarch.org www.ncbarch.org

### Application for a Foreign Corporation for a Certificate of Registration to Practice Architecture in the State of North Carolina - FEE \$75.00-

#### Information and Instructions

- Fill out application completely and return to the North Carolina Board of Architecture at the above address.
- The application fee is \$75.00. Check should be made payable to NCBA and attached to this application.
- Attach to the application a copy of the Articles of Incorporation and any Amendments thereto as filed in the firm home State.
- After a review of the application the Executive Director will issue the Board's Certificate for Filing. It must be affixed to the Application for Certificate of Authority and filed with the North Carolina Secretary of State, Corporations Division, PO Box 29622, Raleigh, North Carolina 27626-0622. SOS-Corporations Division Phone: (919) 807-2225. ***The Certificate for Filing as issued by the Board of Architecture and the Certificate of Authority as issued by the Secretary of State are necessary documents that lead to firm licensure, they do not permit a firm to offer or render architectural services.***
- You will receive from the North Carolina Secretary of State a Certificate of Authority. Make a copy of that document and send it to the Board of Architecture office. Upon receipt a Certificate of Registration (license) will be issued to the firm. The firm shall then be entitled to offer and render architectural services in the State of North Carolina.
- The Name of the Corporation must have a corporate designation. If the firm name as used in its home state does not have that a designation such as Inc., P.C. P.A. or Ltd. a "Doing Business As" name must be used in North Carolina. For example Doe Architecture d/b/a Doe Architecture, Inc.
- All correspondence from the Board will be sent via E-Mail.

#### 1. Contact Information

Name of Corporation _____	Date _____
Contact Person _____	
Corporation Mailing Address _____	
Phone Number _____	
Email for Contact Person (Print clearly, all correspondence from the Board will be sent to this email address.) _____	

2. The Officers of the Corporation. Attach a separate sheet if necessary. At least one officer must hold an individual NC license registration to practice architecture.

Name	Officer	Address	Profession	Home State of Registration	NC Registration Number, if applicable.

3. The Directors of the Corporation. Attach a separate sheet if necessary. At least one director must hold an individual NC license registration to practice architecture.

Name	Address	Home State of Registration	NC Registration Number, if applicable.

4. The Shareholders of the Corporation. Attach a separate sheet if necessary. **Non-licensed employees may not own more than one-third of the total issued and outstanding shares of the corporation. % of shares owned must total 100.** At least one shareholder must hold an individual NC license registration to practice architecture.

Name	Address	Home State of Registration	NC Registration Number, if applicable.	% of Shares Owned

5. List all other employees of the firm who hold a license to practice architecture in any U.S. jurisdiction and are not already listed in sections 2 (officers), 3 (directors) or 4 (shareholders). Attach a separate sheet if necessary.

Name	Address	Home State of Registration and Number	NC Registration Number, if applicable.

**Affidavit**

Application is hereby made for a Corporate Certificate of Registration as a Professional Corporation to practice of architecture in the State of North Carolina under the provisions of Chapter 55B "North Carolina Professional Corporation Act" of the General Statutes of North Carolina. The undersigned certifies that he/she is an officer or director of the Corporation and that this application is duly authorized by the Board of Directors and that the statements made in said application are true and accurate.

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Signature