



The North Carolina Board of Architecture
 434 Fayetteville St.
 Suite 2005
 Raleigh, NC 27601
 Phone: 984-328-1161 Email: ncbarch@ncbarch.org www.ncbarch.org

Application for a Foreign Professional Limited Liability Company for a Certificate of

Information and Instructions

- Fill out application completely and return to the Board office at address above.
- Attach to the application a copy of the Articles of Organization and any Amendments there to as filed in the firm's home State.
- The application fee is \$75. Checks should be made payable to NCBA and attached to this application.
- 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, NC 27626-0622. SOS-Corporations Phone: 919-807-2225.
- 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 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 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.***
- The Name of the Company must contain the word "Professional LLC or PLLC or P.L.L.C. If the firm name as used in its home State does not have a professional designation you must use a "doing business as" (d/b/a) in section one of this application. For example Doe Architecture, LLC d/b/a Doe Architecture, PLLC.
- ALL CORRESPONDENCE WILL BE SENT VIA E-MAIL.

1. Contact Information

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|-------------------------|------------|---|
| Name of Company | | Date |
| Contact Person | | |
| Company Mailing Address | | |
| Phone Number | Fax Number | Email for Contact Person. Please print clearly. |

2. The Manager/Directors of the Company. Attach a separate sheet if necessary. At least one member must hold an individual NC license registration to practice architecture.

| Name | Address | Profession | Home State of Registration | NC Registration Number, if applicable. |
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3. The Members/Owners of the Company. Attach a separate sheet if necessary. **% of ownership must total 100. At least one Owner must hold a NC license registration to practice architecture.** Employees who do not hold a license to practice architecture in any U.S. jurisdiction may not own more that one-third of the total issued and outstanding ownership of the Company.

| Name | % of ownership | Address | Home State of Registration | NC Registration Number, if applicable. |
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4. 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 section 2 (Managers/Directors) or 3 (Members/Owners). Attach a separate sheet if necessary.

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

Application is hereby made for a Corporate Certificate of Registration as a Professional Limited Liability Company to practice of architecture in the State of North Carolina under the provisions of Chapter 57C “North Carolina Limited Liability Company Act” of the General Statutes of North Carolina. The undersigned certifies that he/she is a member or owner of the above-named Company and that this application is duly authorized by the Company and that the statements made in said application are true and accurate.

Signature

Date

Title