



Pennsylvania
Department of State
State Architects Licensure Board

Application for Amendment of Firm Registration

Before completing this application, make sure this is the most recent version by comparing it with the one posted on the Board's website. The date is located in the upper left corner.

Instructions and Requirements

An individual architect or a group of architects may practice architecture in Pennsylvania under one of the following forms of architectural firms: Sole Proprietorship; Partnership; Professional Association; Professional Corporation; Business Corporation; Limited Liability Company; or Limited Liability Partnership. The ownership requirements for each business type are as follows:

1. Sole Proprietorship must meet the following criteria:

- The owner is a licensee of the Board (licensed to practice architecture in Pennsylvania).

Documents needed from the Pennsylvania Bureau of Corporations and Charitable Organizations:

- If doing business under a **fictitious name/"doing business as" name**, please include a **photocopy of the approved fictitious name registration**. *The applicant's personal name must specifically appear on the fictitious name registration.*

2. Partnerships must meet the following criteria:

- At least two-thirds of the partners are licensed in a state to practice architecture, engineering or landscape architecture.
- At least one-third of the partners are licensed in a state to practice architecture.
- At least one partner is a licensee of the Board (licensed to practice architecture in Pennsylvania).

Documents needed from the Pennsylvania Bureau of Corporations and Charitable Organizations:

- a. For **Pennsylvania** partnerships – provide a photocopy of the **approved certificate of registration**.
 - b. For **out-of-state** partnerships – provide a photocopy of the **certificate of authority to do business as a foreign limited liability company or partnership**.
 - c. If the partnership is doing business under a **fictitious name/"doing business as" name**, also include a photocopy of the **approved fictitious name registration**. *The partnership's name must specifically appear on the fictitious name registration.*
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3. **Professional Associations must meet the following criteria:**

- At least two-thirds of the members of the board of governors are licensed in a state to practice architecture, engineering or landscape architecture.
- At least one-third of the members of the board of governors are licensed in a state to practice architecture.
- At least one member is a licensee of the Board (licensed to practice architecture in Pennsylvania).

Documents needed from the Pennsylvania Bureau of Corporations and Charitable Organizations:

- a. For **Pennsylvania** associations – provide a photocopy of the **articles of association**.
- b. For **out-of-state** associations – provide a photocopy of the **foreign registration statement to do business as a foreign association**.
- c. If the association is doing business under a **fictitious name/”doing business as” name**, also include a photocopy of the **approved fictitious name registration**. *The association’s name must specifically appear on the fictitious name registration.*

4. **Professional Corporations must meet the following criteria:**

- Every shareholder is licensed in a state to practice architecture, engineering or landscape architecture.
- At least one shareholder is a licensee of the Board (licensed to practice architecture in Pennsylvania).

Documents needed from the Pennsylvania Bureau of Corporations and Charitable Organizations:

- a. For **Pennsylvania** corporations – provide a photocopy of the **articles of incorporation**.
- b. For **out-of-state** corporations – provide a photocopy of the **foreign registration statement to do business as a foreign corporation**.
- c. If the corporation is doing business under a **fictitious name/”doing business as” name**, also include a photocopy of the **approved fictitious name registration**. *The corporation’s name must specifically appear on the fictitious name registration.*

5. **Business Corporations must meet the following criteria:**

- At least two-thirds of the directors are licensed in a state to practice architecture, engineering or landscape architecture.
- At least one-third of the directors are licensed in a state to practice architecture.
- At least one director is a licensee of the Board (licensed to practice architecture in Pennsylvania).
- At least two-thirds of all classes of voting stock issued and outstanding at any one time are owned by architects, engineers or landscape architects.
- At least one-third of all classes of voting stock issued and outstanding at any one time are owned by individuals licensed in a state to practice architecture.

Documents needed from the Pennsylvania Bureau of Corporations and Charitable Organizations:

- a. For **Pennsylvania** corporations – provide a photocopy of the **articles of incorporation**.
- b. For **out-of-state** corporations – provide a photocopy of the **foreign registration statement to do business as a foreign corporation**.
- c. If the corporation is doing business under a **fictitious name/”doing business as” name**, also include a photocopy of the **approved fictitious name registration**. *The corporation’s name must specifically appear on the fictitious name registration.*

6. **Limited Liability Companies must meet the following criteria:**

- At least two-thirds of the members/managers are licensed in a state to practice architecture, engineering or landscape architecture.
- At least one-third of the members/managers are licensed in a state to practice architecture.
- At least one member/manager is a licensee of the Board (licensed to practice architecture in Pennsylvania).
- At least two-thirds of all classes of voting membership issued and outstanding at any one time are owned by architects, engineers or landscape architects.
- At least one-third of all classes of voting membership issued and outstanding at any one time are owned by individuals licensed in a state to practice architecture.

Documents needed from the Pennsylvania Bureau of Corporations and Charitable Organizations:

- a. For **Pennsylvania** companies – provide a photocopy of the **approved certificate of registration**.
- b. For **out-of-state** companies – provide a photocopy of the **foreign registration statement to do business as a foreign limited liability company**.
- c. If the limited liability company is doing business under a **fictitious name/”doing business as” name**, also include a photocopy of the **approved fictitious name registration**. *The limited liability company’s name must specifically appear on the fictitious name registration.*

7. **Limited Liability Partnerships must meet the following criteria:**

- At least two-thirds of the partners are licensed in a state to practice architecture, engineering or landscape architecture.
- At least one-third of the partners are licensed in a state to practice architecture.
- At least one partner is a licensee of the Board (licensed to practice architecture in Pennsylvania).

Documents needed from the Pennsylvania Bureau of Corporations and Charitable Organizations:

- d. For **Pennsylvania** partnerships – provide a photocopy of the **approved certificate of registration**.
- e. For **out-of-state** partnerships – provide a photocopy of the **certificate of authority to do business as a foreign limited liability partnership**.
- f. If the limited liability partnership is doing business under a **fictitious name/”doing business as” name**, also include a photocopy of the **approved fictitious name registration**. *The limited liability partnership’s name must specifically appear on the fictitious name registration.*

8. **Exception for two owners:**

- Section 9.162 of the Regulations (relating to firm practice) will not be construed to prevent the practice of architecture in a business form which is wholly owned by only two persons. The partnership, professional association, professional corporation, limited liability company, limited liability partnership or business corporation shall have at least one owner who is a licensee of the Board (licensed to practice architecture in Pennsylvania), and who owns at least 50% of the business.

Each project undertaken by a firm engaged in the practice of architecture in the Commonwealth of Pennsylvania must be under the personal supervision of a partner, member of the board of governors, shareholder, director, member or manager who holds a certificate to engage in the practice of architecture in this Commonwealth pursuant to the Act. The seal of such individuals must appear on all drawings, specifications and other design documents issued by the firm for such projects.

Attachments:

1. **Fee.** Provide a check or money order in the amount of \$50 made payable to the “Commonwealth of PA”.
2. **Criminal History Record Check (CHRC).** Required for each partner, member of the board of governors, shareholder, director, member or manager who is *being added to the firm ownership*, listed in **Section 3 of this application**. Provide a recent CHRC from the state police or other state agency for every state where you have lived or worked for the past five (5) years. The report(s) must be dated within 180 days of the date it is submitted.
 - **For applicants residing in Pennsylvania**, request your CHRC from the Pennsylvania State Police at <https://epatch.pa.gov>.
 - **Please note, for applicants currently living, working or completing training/studies in Arizona or California**, due to laws in these states, the Board is not an eligible recipient of CHRCs or your CHRC will not be issued to you for upload to the Board. You must complete and submit the required affidavit form in lieu of a CHRC from these states. The affidavit form can be found online at www.dos.pa.gov/arch under “Board Resources and Documents.”
 - **For all other states**, find the state police, state bureau of investigation/identification, department of public safety or other state government agency for rules to obtain the results in the state. A listing can be found at [State Identification Bureau Listing — FBI](#).
3. **Letterhead.** This is required to be submitted for all firm amendment applications. Provide a copy of the proposed letterhead displaying the following:
 - Full firm name, including the corporate designator (i.e. LLC, PC, Inc., Corp., etc.).
 - Fictitious/”doing business as” name, if applicable.
 - Names of the principals followed by credentials indicating their respective professions.
 - The word “architect” or some derivation thereof as part of the name of the business, or as a subtitle if not already included in the firm and/or fictitious name.

This information must be part of the header, footer or margins – it cannot simply be listed in the body of the letter. “Principal” means an officer, principal stockholder or person having a substantial interest in or management responsibility for an architectural practice. **Please note the letterhead must be used for any correspondence for projects in Pennsylvania.**

4. **Formation Documentation.** Attach the applicable documentation from the PA Bureau of Corporations and Charitable Organizations, as indicated by business type, above. **Questions about entity filings should be directed to the Bureau of Corporations at (717) 787-1057.**

Please note that changes to a firm name or the addition of a fictitious/”doing business as” name will require a firm name or fictitious name approval letter from the Board to update/register with the PA Bureau of Corporations and Charitable Organizations. That letter will be provided to you by email following review of this application and approval of all documentation other than the formation documentation. The amendment will be completed and the license record updated once the formation documentation is submitted.



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\$50 Non-Refundable Application Fee

Check or money order only, made payable to the "Commonwealth of Pennsylvania".
There is a \$20 charge for all checks returned "not paid" regardless of the reason for non-payment.

All applications expire 12 months from the date of receipt in the Board office.
If an application has expired and the applicant wishes to continue the application, the Board shall require the applicant to submit a new application, including the required fee.

Changes will not be made to the license record until the application is completed and any discrepancies are resolved.

Please provide the current firm license number:

AX-_____ or SX-_____

What is the change being made to this firm? _____

Section 1: Please check the type of firm:

☐	Business Corporation	☐	Professional Corporation
☐	Partnership	☐	Professional Association
☐	Limited Liability Company	☐	Limited Liability Partnership
☐	Sole Proprietorship	☐	

Section 2:

Firm Name: This is the name you have registered/will be registering with Bureau of Corporations.	
Fictitious/DBA Name: This is the name you are conducting business as.	
Firm Street Address:	
City/State/Zip Code:	
Business Telephone Number:	
Email Address:	

Section 3: Ownership Information – Only complete the section for the correct business type.**For Sole Proprietorships: List the owner.**

Name	License Number Required	State of Licensure	Profession

For Partnerships or Limited Liability Partnerships: List all general partners.

Name	License Number Required	State of Licensure	Profession	Percentages

For Professional Associations: List all members of the board of governors.

Name	License Number Required	State of Licensure	Profession	Percentages

For Professional Corporations: List all shareholders.

Name	License Number Required	State of Licensure	Profession	Percentages

For Business Corporations: List all directors and answer the two questions below.

Name	License Number Required	State of Licensure	Profession	Percentages

Are at least two-thirds of each class of voting stock issues and outstanding at one time owned by architects, engineers or landscape architects?

☐ Yes

☐ No

Are at least one-third of each class of voting stock issued or outstanding at one time owned by individuals licensed in a state to practice architecture?

☐ Yes

☐ No
For Limited Liability Companies: List all members/managers and answer the two questions below.

Name	License Number Required	State of Licensure	Profession	Percentages

Are at least two-thirds of each class of voting stock issues and outstanding at one time owned by architects, engineers or landscape architects?

☐ Yes

☐ No

Are at least one-third of each class of voting stock issued or outstanding at one time owned by individuals licensed in a state to practice architecture?

☐ Yes

☐ No

Section 4: The following questions must be answered. If you answer “Yes” to questions 3-6, provide a written explanation and a certified copy of the record with this application.

	Yes	No
1. Does any owner, partner, manager, member, director, or shareholder hold or have ever held a license, certificate, permit, registration or other authorization to practice a profession or occupation in any state or jurisdiction?		
2. If you answered “Yes” to the question above, please provide the profession and state or jurisdiction: _____		
3. Has any owner, partner, manager, member, director or shareholder had disciplinary action taken against a professional or occupational license, certificate, permit, registration or other authorization to practice a profession or occupation issued to you in any state or jurisdiction or have you agreed to voluntary surrender in lieu of discipline?	☐ Check here if action was taken in PA: Certified copies not required.	
4. Does any owner, partner, manager, member, director or shareholder currently have any disciplinary charges pending against your professional or occupational license, certificate, permit or registration in any state or jurisdiction?		
5. Has any owner, partner, manager, member, director or shareholder withdrawn an application for a professional or occupational license, certificate, permit or registration, had an application denied or refused, or for disciplinary reasons agreed not to apply or reapply for a professional or occupational license, certificate, permit or registration in any state or jurisdiction?		
6. Does any owner, partner, manager, member, director or shareholder currently have any criminal charges pending and unresolved in any state or jurisdiction?		

Section 5: For each owner, partner, manager, member, director or shareholder being added to the ownership provided in Section 3 above, regardless of any conviction or lack thereof, Provide a recent CHRC from the state police or other state agency for every state where you have lived or worked for the past five (5) years. The report(s) must be dated within 180 days of the date it is submitted.

- **For applicants residing in Pennsylvania**, request your CHRC from the Pennsylvania State Police at <https://epatch.pa.gov>.
- **Please note, for applicants currently living, working or completing training/studies in Arizona or California**, due to laws in these states, the Board is not an eligible recipient of CHRCs or your CHRC will not be issued to you for upload to the Board. You must complete and submit the required affidavit form in lieu of a CHRC from these states. The affidavit form can be found online at www.dos.pa.gov/arch under “Board Resources and Documents.
- **For all other states**, find the state police, state bureau of investigation/identification, department of public safety or other state government agency for rules to obtain the results in the state. A listing can be found at [State Identification Bureau Listing — FBI](#).

Section 6: Certification. Must be signed by a partner, officer, manager or other principal of the firm who is licensed to practice architecture in Pennsylvania and who has the authority to do so.

I/We will notify the Board prior to change in the ownership of the business whenever changes are contemplated.

I verify that this application is in the original format as supplied by the Department of State and has not been altered or otherwise modified in any way. I am aware of the criminal penalties for tampering with public records or information pursuant to 18 Pa. C.S. §4911.

I verify that the statements in this application are true and correct to the best of my knowledge, information and belief. I understand that false statements are made subject to the penalties of 18 Pa. C.S. §4911 (relating to unsworn falsification to authorities) and may result in the suspension, revocation or denial of my license, certificate, permit, or registration.

Applicant Signature

Date

Please print your name