

## Corporate Architectural Certificate of Authorization Application



FOR VALIDATION ONLY

003-070-208-0000

Make remittance payable to: State Treasurer.  
Send this application with your remittance to:  
Board of Registration for Architects  
PO Box 9048  
Olympia, WA 98507-9048

Date: \_\_\_\_\_

Corporate name: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Corporate no: \_\_\_\_\_ Telephone no: ( \_\_\_\_\_ ) \_\_\_\_\_

**Please check one below:**

- Corporation is organized under Chapter 18.100 RCW as a professional service corporation in which all shareholders are limited to architects or architects and engineers licensed in Washington State. When a professional service corporation applies for a certificate of authorization, the Washington board may grant the certificate if all shareholders are current Washington registered architects. Item five on page two is not required for a professional service corporation.
  
- Corporation is organized under Title 23B RCW as a general stock corporation in which all shareholders are not limited to architects or architects and engineers licensed in Washington State.

# Corporate Certificate of Authorization Application



Firm name: \_\_\_\_\_

All documents should be submitted on 8 1/2" X 11" (letter size) paper. Please complete and submit the following as specified:

1.  \$278.00 application fee, payable to Washington State Treasurer.
2.  Statement of the corporation and/or previous organization regarding experience, if any, in furnishing architectural services during preceding five year period.
3.  Copy of corporate certificate from Washington State Office of the Secretary of State.
4.  By-laws. For a general stock corporation, the by-laws must include a provision stating that all architectural decisions shall be made by the designated architect(s) responsible for the architectural activities of the firm.
5.  Certified copy of resolution by board of directors of the corporation designating architect(s) by name who are currently registered in Washington State under Chapter 18.08 RCW as responsible for the architectural activities of the firm.
6.  Résumés of all designated Washington registered architects.
7.  Affirmation of designated architect (page three of this application)
8.  List of current officers and their titles.
9.  Branch offices in all locations listing designated architect(s) for each office.

If there is a change in the person(s) responsible for the architectural activities of the firm, the changes shall be designated in writing and filed with the Board within thirty days after the effective date of the change.

If there is a change in the corporation offices, change(s) shall be designated in writing and filed with the board within thirty days of the change. Certificates of authorization shall be renewed annually on the anniversary of the date of issuance. If you have any questions, please contact this office at: (360) 664-1388. Please submit your completed application and fees to:

Board of Registration for Architects  
P.O. Box 9048  
Olympia, WA 98507-9048

# Insert Affidavit for Corporate Certificate of Authorization



Designated architect(s) may use this form to affirm their acknowledgement of appointment. This form may be used for item seven of the application.

## Affirmation of Designated Architect

This affidavit is to confirm my understanding of my responsibilities and obligations involved with serving as the designated architect for the corporation named in the application. I affirm my awareness of chapter 18.08 RCW, in particular RCW 18.08.420, Organization as Corporation or Joint Stock Association-Procedures-Requirements, and chapter 308-12 WAC, in particular WAC 308-12-085, Corporations or Joint Stock Association.

I understand that the corporate certificate of authority is based upon my current registration and authority to practice. If my license should become delinquent, I understand that the certificate of authority for the corporation is invalid.

Upon cessation of my involvement with the corporation or the practice of architecture, I shall notify the Board of Registration for Architects.

**X**

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*Signature*

*Date signed*

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*Typed name of designated architect, individual license number, and expiration date.*