

Important Late License Renewal Notice

Please accept this notice as a courtesy renewal reminder including information on the reinstatement process. Records of the Alabama Board of Architects indicate that your Architect's Registration expired on December 31, 2022 (if you have mailed your renewal in the last ten days or renewed online within the last 24 hours, please allow adequate processing time). You do have the opportunity to renew late until March 31, 2023 (with the required renewal and late fee).

If you intend to renew, please go to https://www.alabamainteractive.org/boa_lr/ before the late renewal window closes on March 31, 2023.

If the March 31st deadline passes without renewing, your registration would lapse and a reinstatement application and fee would be required to return your registration to active status. Please see below reinstatement requirements:

- Complete Application (including picture, affidavit, and notarization)
- Copy of Wallet Card or Letter of Verification from Resident State (if out of state)
- Total Renewal Fee, Late Penalty, and Reinstatement Fee of \$460
- Proof of CE (12 HSW hours earned in the prior calendar year)
- Proof of Citizenship (affidavit and copy of acceptable form of proof)

If you do not intend to renew your registration, please send a written notification to licensing@boa.alabama.gov stating your decision not to renew and reason therefor. This way, you will not receive continued renewal notices, etc. Thank you for your timely attention to this matter.

Respectfully,

PAULA PILGREEN

EXECUTIVE DIRECTOR



ALABAMA BOARD FOR REGISTRATION OF ARCHITECTS

100 NORTH UNION STREET, SUITE 390

MONTGOMERY, ALABAMA 36130-4450

☎ (334) 242-4523 (direct line)

✉ paula.pilgreen@boa.alabama.gov

www.boa.alabama.gov

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