

Final Late License Renewal Notice – Only days left to Renew.

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**

RSA Union; Suite 390
100 North Union Street
Montgomery, AL 36130-4450
paula.pilgreen@boa.alabama.gov
www.boa.alabama.gov

Confidentiality Notice: This e-mail and any files transmitted with it may contain information that is privileged and confidential and subject to legal restrictions and penalties regarding its unauthorized disclosure or use. You are prohibited from copying, distributing or otherwise using this information without the specific approval of the sender. If you have received this e-mail in error, please notify us immediately by return e-mail and delete this e-mail and its attachments from your system. Please note that any views or opinions presented in this email or its attachments are solely those of the author and do not necessarily represent those of the Board. Finally, the recipient should check this email and any attachments for the presence of viruses. The Board accepts no liability for any damage caused by any virus transmitted by this email. Thank you.