



Certificate of Authorization

Application Request Form

Instructions: This form is for the purpose of initializing an Application for Certificate of Authorization (COA). Please send completed form to: licensing@boa.alabama.gov. You will be notified when access to the Licensing Portal is available to make application for Certificate of Authorization.

General COA Information:

- Corporations, professional associations, partnerships, and limited liability companies are eligible to receive a Certificate of Authorization (COA) to Practice Architecture in Alabama.
- First, a firm is required to be qualified by the Alabama Secretary of State's Office (SOS) to do business in Alabama. Please visit www.sos.alabama.gov or call 334.242.5324. Once approval from the SOS office is received, the Firm may then apply for COA from the Alabama Board for Registration of Architects. Make sure the firm entity name matches on both the Board of Architects and SOS applications.
- Two-thirds (2/3) or more of the officers, partners, directors, members, or others (depending on the legal structure of the entity) must be registered/licensed architects and/or licensed engineers in any United States jurisdiction and must also be voting stockholders/shareholders of the entity.
- At least one (1) of the stockholding/shareholding officers, partners, directors, or members must be an architect registered in the State of Alabama, who has authority to contractually bind the entity and whose name and registration seal shall appear on all documents prepared under his/her responsible control.
- All COA's expire annually on April 30th (regardless of initial issue date). The renewal fee is \$75.

Section 1 – Firm Information:

Name of Firm: _____

Section 2 – Responsible Architect Information:

Last Name: _____ First Name: _____ Middle Name: _____

Alabama Registrant Number: _____

Section 3 – Point of Contact (POC) Information: *The POC will be authorized to complete applications and updates in the Licensing Portal on behalf of the Registered Architect/Firm. The Registered Architect is responsible for the information provided by the POC.*

Last Name: _____ First Name: _____ Middle Name: _____

Title: _____

Preferred Phone: _____

If you need to create an account in the Licensing Portal, you will use the email provided and create a password. If you have an existing account, you will use the login information that you have already created.

Email Address: _____