

FAQ's for Certificates of Authorization (COA) / Firm Licensure

In accordance with §34-4-37 of The Code of Alabama, 1975, corporations, professional associations, partnerships, LLCs, and LLPs must register to practice architecture in this state. Rule 100-X-8-.01(2) requires that **applications must be made within 30 days of notification that registration has been granted.**

1. Q: I just got my Architect License, now how do I get my COA?

A: First, you will need to contact the Secretary of State's (SOS) Office to become registered to do business in Alabama at www.sos.alabama.gov or (334) 242-5324. Upon approval from the SOS office, you may then apply for a COA with the Board office.

Second, make application for COA by completing the application request form at: <https://boa.alabama.gov/wp-content/uploads/2023/10/COA-Application-Request-Form-Fillable.pdf>

2. Q: How long does it take for my COA application to be processed?

A: Please allow ten business days from receipt of your application for processing. Applications are reviewed in order of receipt. Following the initial application review, you will be contacted by email (licensing@boa.alabama.gov) regarding your application status.

3. Q: When do COA's expire?

A: The COA license cycle runs from May 1st through April 30, which is different from the license cycle for individual which runs from January 1 through December 31. Therefore, all COA's expire annually on April 30th regardless of issue date. COA Renewals open on April 1st of each year.

4. Q: We have an active COA, but our address or contact information is changing. What's required?

A: Please login to your Licensing Portal to update COA information. The Licensing Portal is located at <https://licensing.boa.alabama.gov/landing>

5. Q: Our COA has lapsed. What is required to reinstate?

A: Currently, COA's do not have a reinstatement form or fee. You can renew your COA through the Licensing Portal located at <https://licensing.boa.alabama.gov/landing>

Other questions about COA? Send your question to licensing@boa.alabama.gov