



MISSISSIPPI STATE BOARD OF ARCHITECTURE

BUSINESS AND FIRM VERIFICATION

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Instructions and Important Information:

- MSBOA licenses individuals, not firms. However, firm information must be provided in connection with individual registration.
- Practice through a firm that does not meet the firm structure and firm name requirements could result in disciplinary action.
- Your attorney can best advise you on firm structure issues.

Additional Documentation:

- If the firm or entity is a professional association, a professional corporation, or a professional limited liability corporation, a copy of the firm's registration with the Secretary of State (or other agency) from the firm's base state is required, along with ownership documentation. For an out-of-state PA, PC, or PLLC, the Board also requires a copy of the firm's COA from the Mississippi SOS (www.sos.ms.gov). For partnerships, a redacted copy of the partnership agreement is required. Submit these documents with this form.

PLEASE TYPE OR PRINT NEATLY.

1. Last Name		2. First Name	3. Middle Name
4. If you are a non-resident applicant or license holder, what firm name(s) do you practice through in your base/resident state of licensure? (Skip this question if you are a Mississippi resident). <i>List all firm names and note the type of entity (such as sole proprietorship, partnership, PC, PLLC, PA, Inc., LLC). If you are unsure of the type of entity, check with your Secretary of State or attorney.</i> _____			
5. Miss. Code Ann. §73-1-19 prohibits the practice of architecture by or through a business corporation or an LLC. Initial the appropriate blank. _____ (initial) I am not affiliated with an architectural firm that is a business corporation (Inc.) or an LLC. _____ (initial) I am affiliated with an architectural firm that is a business corporation or an LLC and understand that I am prohibited from practicing through a business corporation or an LLC in Mississippi. I will not refer to a business corporation or LLC in conjunction with architectural services in Mississippi. All correspondence and materials used in Mississippi (contracts, title blocks, business cards, presentations, letterhead, brochures, email signature lines, fax cover sheets, etc.) will reference the firm name shown in section 6 of this application.			
6. What business or firm name(s) will you use in reference to your architectural practice in Mississippi? List all. <i>Cannot be a business corporation (Inc.) or a limited liability company (LLC).</i> _____ <i>See instructions regarding additional documentation.</i>		7. What type of firm is the firm you have listed in section 6? <i>For a PA, PC or PLLC, this must be verified through additional documentation (see instructions, above).</i> _____ Sole Proprietorship/Individual _____ Partnership _____ Limited Partnership _____ Professional Association (PA)* <i>Mississippi Code of 1972, §79-10-21, as amended, states that the name of a professional association must contain the words "professional association", or the abbreviation "P.A." or "PA".</i> _____ Professional Corporation (PC)* <i>Mississippi Code of 1972, §79-10-21, as amended, states that the name of a professional corporation must contain the words "professional corporation" or the abbreviations "P.C." or "PC".</i> _____ Professional Limited Liability Company (PLLC)* <i>Mississippi Code of 1972, §79-29-208, as amended, requires that the name of a Professional Limited Liability Company must contain the words "Professional Limited Liability Company" or the abbreviations "P.L.L.C" or "PLLC".</i> <i>*PA, PC and PLLC must obtain a COA from the Mississippi Secretary of State.</i>	
8. Does the name in section 6 conform to firm name rules 3.2.3 and 3.2.13? _____ Yes (required) <i>Firm names are improper if they contain the name or names of individuals actively licensed in another jurisdiction if none of the individuals named in the firm name are actively licensed in Mississippi. Use of the plural "architects" in a firm or business name is restricted to firms employing more than one actively licensed architect.</i>			
9. Each active stockholder, member, officer, director or manager of the firm listed in section 6 holds a certificate to practice architecture or engineering in their state of residence, and at least one stockholder or owner is licensed as an architect in Mississippi? (See 73-1-19 and rule 3.2.1). _____ Yes (required) <i>(See instructions regarding additional documentation.)</i>		10. If applicable, provide the address of each Mississippi branch office and the name of the resident registered architect in charge.	
11. Signature of Applicant		12. Date	