

New Jersey Office of the Attorney General

Division of Consumer Affairs New Jersey State Board of Architects 124 Halsey Street, 3rd Floor, P.O. Box 45001 Newark, New Jersey 07101 (973) 504-6385



Certificate of Authorization Instruction Sheet

The form must be typewritten or printed clearly, and separate sheets may be used for additional information. Please provide a telephone number.

- A nonrefundable application filing fee of \$100.00, made payable to the New Jersey State Board of Architects, must be submitted with the application.
- A notary seal is required in the two areas provided on page two of the form. You also must provide the signatures of the licensee who is "in responsible charge" and a corporate officer where indicated.
- ☑ The "Details of Ownership" information *must be submitted* with all initial applications.
- ☑ Domestic corporations (New Jersey corporations) *must* submit a *certified* copy of the Certificate of Formation or incorporation, issued by the Division of Revenue in the New Jersey Department of the Treasury. To obtain the certificate, call (609) 292-9292 or (609) 292-1730 or log onto <u>www.nj.gov/njbgs</u>.
- Foreign corporations (out-of-state corporations) *must* present a *certified* copy of the Certificate of Formation or incorporation issued by the home state. In addition, provide a *certified* copy of a Certificate of Authority to do business in New Jersey which is issued by the Division of Revenue in the New Jersey Department of the Treasury. To obtain the certificate, complete an Application for Public Records Filing for New Business Entities. For a copy of the application, call (609) 292-1730 or log onto www.nj.gov/njbgs.
- A copy of the most *current annual report* filed with the Division of Revenue *must be submitted with every application*.
- ☑ Any corporation or L.L.C. that offers or renders landscape architectural services but which does not have an officer or employee who is licensed as a landscape architect by the New Jersey State Board of Architects and who serves as the responsible licensee-in-charge, shall have a written contract with a landscape architect who is currently licensed by the State Board *prior* to offering or rendering any such service in addition to being required to obtain a Certificate of Authorization pursuant to N.J.S.A. 45:3A-16 and N.J.A.C. 13:27-8.11.

Any changes (corporate address, address of record, licensee in-responsible-charge, corporate officers, etc.) must be reported, in writing, within 30 days of the change.

Z Return the Certificate of Authorization application along with the above-noted documentation to the following address:

New Jersey State Board of Architects P.O. Box 45001 Newark, NJ 07101

☑ Once your Certificate of Authorization application has been approved, you will be issued a certificate number, which must be indicated in your title block.

Note: Applications submitted without the required documentation, or any application that has not been signed, dated or notarized, will be returned.



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Professional Service Corporations (N.J.S.A. 14A:17-1 et seq.) are not required to obtain a Certificate of Authorization.

Application for a Certificate of Authorization to Provide or Offer to Provide Landscape Architectural Services

Instructions

1. Please print clearly. Provide a telephone number including the correct area code. 4. Business addresses listed on this application must be numbered.

2. If any space is inadequate, use a separate sheet of paper.

3. Enclose a check made payable to the New Jersey State Board of Architects.

- 5. Attach to this application the Certificate of Formation or Incorporation filed in New Jersey or in the original state of incorporation.
- 6. Biennial renewals of the Certificate of Authorization are required.

Applicant (Name of corporation)		State of incorporation	Date of this application		
Address of principal office in state of incorporation (1)	Telephone No. (include area code)	If a "foreign" corporation (outside of N.J.), you will need a Certificate of Authority from the New Jersey Department of the Treasury's			
Address of principal office in New Jersey, if different from above (2)	Telephone No. (include area code)	Division of Revenue.			
Addresses of other offices where professional services will be offered or provided in New Jersey. Each office must be sequentially numbered beginning with 3; as 3, 4, 5, etc.		I am aware that the Certificate of Authorization may be revoked if any agent, employee, director or officer of the corporation violates or causes to be violated any provisions of those laws or regulations governing the practice of landscape architecture in New Jersey.			
Address	Telephone No. (include area code)	N.J. Landscape Architect license nu	mber Signature		

The persons in responsible charge listed below must include the numerical identifier of their work location following their name in the column below. If a licensee is in responsible charge of more than one office, use a separate line for each office and attach an explanation. If a licensee is also in responsible charge of landscape architectural services for other business entities or as a sole proprietor, he/she shall place an "X" in the column next to his/her signature and attach a written description of the details of all such associations. List all personnel in responsible charge who act on behalf of the corporation as a landscape architect. <i>The first licensee listed will be considered the designated Board contact. This individual will be sent all of the mail from the Board office and will be the person listed on the renewed certificate.</i>			I am aware that the Certificate of Authorization may be revoked if any agent, employee, director or officer of the corporation violates or causes to be violated any provisions of those laws or regulations governing the practice of landscape architecture in the State of New Jersey.				
Name	N.J. license number	Addres	s of record	x	Signature		
Use additional sheets of paper if necessary.							
Any changes in the above information must be reported to the Board in writing, within 30 days after such changes become effective. Original signatures are needed for additions/deletions to the list of those who are in responsible charge. <i>Under oath, I declare that the foregoing statements, to the best of my knowledge and belief, are true and made in good faith.</i>							
Signature of designated responsi	ble-in-charge licensee				Title		
	Print name				Date		
Signature of authorized officer			Title				
Print name				Date			
Name of corporation							
Before me personally appeared the signer of the above, who acknowledges himself/herself to be the authorized above-named officer of the above-named corporation and he/she being authorized to do so, executed this application for the purposes stated by signing the name of the corporation by himself/herself as the authorized officer, in witness thereof:							
Sworn and subscribed to before me this			For Office Use Only				
day of,,		Approved		Fee			
Name of Notary Public (please print) Affix seal here Date issued		Date issued	L.A. Certificate of Authorization number				
Signature of Notary Public			Signed		Date		