

# ARCHITECTS

## INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR PROFESSIONAL REGISTRATION

**KNOWINGLY MAKING A FALSE STATEMENT IN CONNECTION WITH YOUR APPLICATION  
MAY BE CAUSE FOR DENIAL OF YOUR APPLICATION AND/OR REFERRAL FOR CRIMINAL  
PROSECUTION.**

**Applicants for registration as an Architect must demonstrate 96 months of education/experience, show completed IDP/AXP through NCARB, and have passed the NCARB professional examinations.**

Please review the Arizona Board of Technical Registration (AZBTR) **Rules and Statutes** on the website carefully. They establish the requirements for registration and explain Board application procedures. It is very important that you become thoroughly familiar with the Statutes and Rules. A violation of any of the provisions of the law or rules may be cause for disciplinary action against a registrant.

The information on the Board's website provides answers to the most frequently asked application related questions. All requests for information relating to your application status should be made in **writing and sent to Board staff.**

Applicants requesting a waiver of exam must submit an application for waiver of examination to Board staff. Please refer to the AZBTR website for the appropriate application.

**Mail the application to the AZ BTR office at: 1110 W. Washington Street, Suite 240, Phoenix, AZ 85007.**

Once the AZBTR receives a properly completed application, an application number will be assigned and a file established. **No refunds** will be made. It is your responsibility to ensure that your application is correct and complete.

### **A completed application includes the following:**

- Application with all questions answered, signed and dated (pages 3-7 of this packet)
  - *Complete each section of the application following instructions on the form and in Rule R4-30-204.*
- A signed check or money order in the amount of \$325.00 for the application and initial registration fee (\$100 application fee + \$225 initial registration fee) made out to the Arizona Board of Technical Registration
- Any applicable disciplinary or criminal documents as it relates to Section 2 of this application
  - *If you have had any license or registration disciplined in Arizona or another jurisdiction, you must provide a copy of the Order. If you have been charged or convicted of a criminal offense, you must provide an explanatory statement and have the police record and court order sent to the AZBTR directly by the court of jurisdiction.*
- Completed, signed and dated "Arizona Statement of Citizenship" form (pages 11-12 of this packet)
- Copy of a government issued photographic identification (instructions on page 9 of this packet)
- Transmitted NCARB record

*You must contact NCARB directly and request that your record be transmitted to the Board.*

*If the record is incomplete, if you are applying without an NCARB record, or additional information is required to assess your application, AZBTR staff may request that you provide the following:*

- *Verification of all examinations to be transmitted directly from NCARB to the Board*
- *Verification of licensure/registration to be sent directly from all registered states to the Board*
- *Three (3) Architect Experience forms to be sent directly from Supervisors/References to the Board*
- *Completed IDP/AXP certificate*
- *Official College Transcripts sent directly from the educational institution to the Board (foreign transcripts need to be translated and evaluated for credentials equivalency first)*

## **Application supporting documentation for education, experience and examination**

**AZBTR Staff may request the documents below if it is deemed that your council record is incomplete or additional information is required for your application to be considered "administratively complete"**

**IF YOU DO NOT HAVE A COUNCIL RECORD YOU WILL BE REQUIRED TO SEND THE DOCUMENTS BELOW**  
**IF YOU HAVE A COUNCIL RECORD DO NOT SEND THE DOCUMENTS BELOW UNLESS INSTRUCTED BY STAFF TO DO SO**

- Transcripts: Arrange to have copies of certified transcripts for all educational credit claimed sent **directly from the Registrar**. Electronic transcripts should be sent directly to your designated Licensing Specialist or [Licensing@azbtr.gov](mailto:Licensing@azbtr.gov). The AZBTR will accept an education equivalency evaluation from a Board approved entity in place of official transcripts for foreign education. The evaluation must contain the applicant's graduation date. If a graduation date is not listed then official transcripts will be required. Please refer to A.A.C. R4-30-208 to determine the education allocation that may be applied to your degree.
- Verification of previous professional registration and examination must be submitted to the AZBTR directly from the Board of jurisdiction. The applicant is responsible for requesting the verification from the Board of jurisdiction and is responsible for any fees required for verification of registration/exam – if applicable.
- Three Architect Certificate of Experience forms must be **submitted directly to the Board from the applicant's current or former supervisors** who are registered in the same profession for which the applicant is applying to demonstrate that the applicant meets the experience criteria for registration. The applicant is responsible for completing Section A of the Architect Certificate of Experience forms and mailing them to present and past supervisors. The supervisors must review Section A and complete Section B of the Architect Certificate of Experience forms and send it directly back to the Board. The Board will not accept Architect Certificate of Experience forms that are submitted by the applicant and will not accept Architect Certificate of Experience forms submitted from any other Board or jurisdiction.
  - Supervisors must complete a minimum of two of the three Architect Certificate of Experience forms. Registered Professionals in the applicant's specific field must complete all three Architect Certificate of Experience forms. However, if the third reference is not registered in the applicant's specific field; is not registered at all; or any whom are registered in a foreign jurisdiction, he or she must submit their personal resume.
  - If the applicant cannot provide at least two Architect Certificate of Experience forms completed by supervisors, the applicant must submit a letter of explanation on why that requirement cannot be met and additional Architect Certificate of Experience forms submitted by professional references for consideration.
- Completed IDP/AXP Certificate
- If you have had any license or registration disciplined in Arizona or another jurisdiction, you must provide a copy of the Order. If you have been charged or convicted of a criminal offense, you must provide an explanatory statement and have the police record and court order sent to the AZBTR directly by the court of jurisdiction.

An application is not considered "administratively complete" until all of the verifying documentation has been received. Upon receipt by the Board of the required documentation, your application will be evaluated. You will receive a notice from the Board via regular and/or electronic mail when your application is received and administratively reviewed. If you do not receive a confirmation within 60 days, you are welcome to contact your Licensing Specialist by email. Please refer to the "About Us" "Staff" section on the website to obtain the email for your assigned Licensing Specialist. Application assignments are made based on the first letter of the applicant's last name.

Please refer to: • A.R.S. §32-122  
• A.R.S. §32-122.01  
• A.A.C. R4-30-214



**State of Arizona**  
**BOARD OF TECHNICAL REGISTRATION**

1110 W. Washington Street, Suite 240, Phoenix, Arizona 85007 (602)364-4930 FAX: (602)364-4931 <https://btr.az.gov/>

**APPLICATION FOR**  
**PROFESSIONAL ARCHITECT REGISTRATION**

PLEASE TYPE OR PRINT LEGIBLY  
 APPLICATION & INITIAL REGISTRATION FEE \$325.00

*Please submit a check or money order made payable to the Arizona Board of Technical Registration with this form.*

**1. GENERAL INFORMATION**

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security # (mandatory) \_\_\_\_\_

Citizenship or Legal Residence: \_\_\_\_\_

Residence Address: \_\_\_\_\_ Apt/Suite/Unit \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Tel. # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mailing City, State, Zip: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_ Suite \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Tel. # \_\_\_\_\_

Email: \_\_\_\_\_

If you have been legally known by another name(s) list here with explanation and provide documentation:  
 \_\_\_\_\_  
 \_\_\_\_\_

**2. BACKGROUND/DISCIPLINE**

If the answer to any of the following questions is "yes," please attach a detailed explanatory statement (use additional sheets if necessary) *and related official documentation*. The board will verify your answers by searching public records databases and if it learns that you answered any of the following questions incorrectly you may be denied registration in Arizona.

Please refer to the ["Important Notice to Applicants"](#) in the Instructions.

- |  |     |    |
|--|-----|----|
| 1. Have you ever been the subject of professional disciplinary action, including license denial, or do you now have such action pending against you in any state or jurisdiction (including Arizona)?                                    | Yes | No |
| 2. Have you ever been convicted of a criminal offense, including a misdemeanor such as a DUI? Even if on appeal, you must disclose. ("Set aside" or "expunged" convictions and "no contest" or "nolo contendere" pleas MUST be reported) | Yes | No |

**Internal Use Only**

Receipt Number: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Criminal History Check Completed	
No Further Action Required	<input type="checkbox"/>
Further Information Required	<input type="checkbox"/>
Initials: _____	
Date: _____	

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### 3. NATIONAL CERTIFICATES OF QUALIFICATION

Do you hold an NCARB Certificate/ Blue Cover? Yes No

If Yes, provide the following:

Certificate #	Issue Date	Status

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### 4. NATIONAL COUNCIL RECORD

Do you have an NCARB Council Record? Yes No

If Yes, provide the following:

National Council Record Number: \_\_\_\_\_

ARE / Exams taken in: State \_\_\_\_\_

ARE Date Range: Start Date \_\_\_\_\_ End Date \_\_\_\_\_

IDP/AXP Certificate Completion Date: \_\_\_\_\_

**IF YOU HAVE AN NCARB COUNCIL RECORD, YOU MAY SKIP TO SECTION 9 AND DO NOT NEED TO SUPPLY THE SUPPLEMENTAL DOCUMENTS FOR SECTIONS 5-8. Please contact NCARB to have your Council Record Transmitted to the Board.**

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### 5. PREVIOUS PROFESSIONAL REGISTRATIONS/CERTIFICATIONS

*Please refer to A.A.C.R4-30-201.*

(Please provide verifications issued by each state/jurisdiction)

Please have your board of initial registration submit your exam scores directly to the Arizona Board of Technical Registration

#### PROFESSIONAL REGISTRATIONS/CERTIFICATIONS:

Profession	State/ Jurisdiction	Year Granted	Reg./Cert.#	How did you become registered/certified? (by examination, education, experience or reciprocity)

## 6. EDUCATION

*Months of Education Credit will be awarded pursuant to A.A.C.R4-30-208.  
60 months credit is the maximum amount of credit that can be applied for education.*

**Level of Education Completed:**

- Degree in Architecture, NAAB accredited program (qualifies for 60 months credit)
- 4 year Degree in Architecture, not a NAAB accredited program (qualifies for 48 months credit)
- Pro rata credit shall be granted for completion of courses equivalent to those found in the above degree programs if applicant earned a Degree in a field other than Architecture (A.A.C. R4-30-208(B))

Name and Location of Institution	Years: From-To	Date Graduated	Major/Minor	Type of Degree
	_____ TO _____			
	_____ TO _____			
	_____ TO _____			

## 7. REFERENCES

If you are unable to provide the names and addresses of supervisors for at least three engagements, provide an explanation, and list the names and addresses here of three professional references in accordance with A.A.C. R4-30-201(A)(12) unrelated to you, at least two of whom shall be registered or certified in the profession in which registration/certification is sought. Have your references verify your qualifications on the Architect Certificate of Experience form.

Name	Address and Telephone Number	Position

## 8. QUALIFYING EXPERIENCE

The applicant's current and former employers must verify all experience on the Architect Certificate of Experience form provided to them. Experience must be gained in accordance with A.R.S. 32-122.01.

*Pursuant to A.A.C. R4-30-201 (A)(11)(12)(14). If you cannot supply the names and addresses of three supervisors, you must provide to the Board a written, sworn statement explaining the inability to provide this information and provide professional references in their place; See Section 7. Applicant must demonstrate at least 96 months of education and/or experience.*

**Employment dates on the Architect Certificate of Experience form must match dates in the Qualifying Experience Section.**

<b>Employment Dates:</b> From mm/yyyy To mm/yyyy	<b>Job Title:</b>
<b>Name And Current Address Of Employer:</b>	
<b>Supervisor's Name:</b>	<b>Supervisor's Title:</b>
<b>Average Number Of Hours Worked Weekly:</b>	

<b>Employment Dates:</b> From mm/yyyy To mm/yyyy	<b>Job Title:</b>
<b>Name And Current Address Of Employer:</b>	
<b>Supervisor's Name:</b>	<b>Supervisor's Title:</b>
<b>Average Number Of Hours Worked Weekly:</b>	

<b>Employment Dates:</b> From mm/yyyy To mm/yyyy	<b>Job Title:</b>
<b>Name And Current Address Of Employer:</b>	
<b>Supervisor's Name:</b>	<b>Supervisor's Title:</b>
<b>Average Number Of Hours Worked Weekly:</b>	

<b>Employment Dates:</b> From mm/yyyy To mm/yyyy	<b>Job Title:</b>
<b>Name And Current Address Of Employer:</b>	
<b>Supervisor's Name:</b>	<b>Supervisor's Title:</b>
<b>Average Number Of Hours Worked Weekly:</b>	

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## 9. CERTIFICATION / RELEASE

I certify the information contained in this application to be accurate, true and complete to the best of my knowledge. I authorize any individual, company or institution with whom I have been associated to furnish the Arizona State Board of Technical Registration with any information concerning my qualifications for professional registration/certification in Arizona which they have on record or otherwise possess, and release the individual, company or institution and all individuals from all liability for any damage whatsoever incurred by me as a result of their furnishing such information.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

### **Knowingly making a false statement in connection with this application may be cause for denial of this application and/or referral for criminal prosecution.**

Arizona Revised Statutes ("A.R.S.") 41-1030(B) states that "[a]n agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition."

A.R.S. 41-1030(D) states that "[t]his section may be enforced in a private civil action and relief may be awarded against the state. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section."

A.R.S. 41-1030(E) states that "[a] state employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the Agency's adopted personnel policy."

A.R.S. 41-1030(F) states that "[t]his section does not abrogate the immunity provided by section 12-820.01 or 12-820.02."

Pursuant to section 41-1093.01, Arizona Revised Statutes, an agency shall limit all occupational regulation to regulations that are demonstrated to be necessary to specifically fulfill a public health, safety or welfare concern. Pursuant to sections 41-1093.02 and 41-1093.03, Arizona Revised Statutes, you have the right to petition this agency to repeal or modify the occupational regulation or bring an action in court of general jurisdiction to challenge the occupational regulation and to ensure compliance with section 41-1093.01, Arizona Revised Statutes.

Pursuant to Section 32-4302, Arizona Revised Statutes, a person shall be granted an occupational or professional license or certificate if the person has been licensed or certified in another state for at least twelve months, the license or certificate is in the same discipline and at the same practice level as the license or certificate for which the person is applying in this state and the person meets other conditions prescribed by Section 32-4302, Arizona Revised Statutes.



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**PREVIOUSLY SUBMITTED DOCUMENTS AFFIRMATION FORM**

If you submitted an application to the Board previously, you may submit this form with your new application to request that the Board reuse documents provided with the previous application.

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I request that the Board reuse the following documents for the application attached.

- “Architect Certificate of Experience Form(s)” previously provided in application  
# \_\_\_\_\_.
  - “Engineer Certificate of Experience Form(s)” previously provided in application  
# \_\_\_\_\_.
  - “Geologist Certificate of Experience Form(s)” previously provided in application  
# \_\_\_\_\_.
  - “Land Surveyor Certificate of Experience Form(s)” previously provided in application  
# \_\_\_\_\_.
  - “Landscape Architect Certificate of Experience Form(s)” previously provided in application  
# \_\_\_\_\_.
  - Certified Transcripts previously provided in application  
# \_\_\_\_\_.
  - License/Exam Verification(s) from other states and jurisdictions previously provided in application  
# \_\_\_\_\_.
  - “Arizona Statement of Citizenship and Aliens Status for State Public Benefits” form previously provided in application # \_\_\_\_\_.
  - Copy of a Government issued photographic identification previously provided in application  
# \_\_\_\_\_.
- 

By signing, I affirm that I understand that the Board must consider its Record Retention Schedule and Confidentiality Laws (ARS 32-129), among other things, when determining my request, that the Board has the authority to deny my request and, if denied, I will be responsible for any missing documentation.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date





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**\*\*\*ATTENTION\*\*\***

Effective July 20, 2011, the Arizona State Legislature modified A.R.S. § 41-1080, (Licensing and fingerprint clearance card eligibility; authorized presence; documentation; applicability; definitions) to require applicants for state licensure and licensure renewal to submit photographic identification with their applications to all state licensing boards and commissions. (See: H.B. 2102.)

This law does not apply to applicants who are citizens of foreign countries and do not need to reside in Arizona to use a state license. The law also does not apply to applicants who reside in other states or jurisdictions and hold a similar professional license in that state or jurisdiction and are not planning to reside in Arizona.

The Arizona State Board of Technical Registration understands that you may have already submitted documentation with your application for registration to the Board, verifying your lawful presence in the United States. However, unless you are exempt from the requirements of A.R.S. § 41-1080 as listed above, or you have already submitted a photograph in support of an application filed after March 2008; we request that you send us the required photograph to complete your registration/renewal process.

Please submit to the Board a “government issued document that contains (your) photograph,” as soon as possible, so as not to delay the issuance or renewal of your registration.

The government issued documents you may submit include a copy of the following:

- An Arizona driver’s license, issued after 1996, or an Arizona nonoperating identification license.
- A driver’s license issued by a state that verifies lawful presence in the United States.
- A United States passport.
- A foreign passport with a United States visa.
- An I-94 form with a photograph.
- A United States citizenship and immigrations services employment authorization document or refugee travel document.
- A United States certificate of naturalization.
- A United States certificate of citizenship.

Please contact the Board if you have any questions or concerns. Thank you for your consideration.



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Executive Order 2021-02

On February 12, 2021, Arizona Governor, Douglas A. Ducey, signed Arizona Executive order 2021-02 requiring all agencies that issue an occupational or professional license to “track veteran and military spouse status of applicants”. All state agencies shall report the information to the Governor’s office on an annual basis.

It is requested that you provide the following information in order for the Arizona Board of Technical Registration to comply with Executive Order 2021-02:

*Please be advised that if you believe this information confidential, you are not required to provide the requested information.*

Are you active duty military?

- yes  
 no  
 I do not wish to answer

Are you a veteran?

- yes  
 no  
 I do not wish to answer

Are you the spouse of an active duty military individual?

- yes  
 no  
 I do not wish to answer

Are you the spouse of a veteran?

- yes  
 no  
 I do not wish to answer

ARIZONA STATEMENT OF CITIZENSHIP  
AND ALIEN STATUS FOR STATE PUBLIC BENEFITS  
Arizona State Board of Technical Registration  
Professional License and Commercial License

Title IV of the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (the "Act"), 8 U.S.C. § 62 , provides that, with certain exceptions, only United States citizens, United States non-citizen nationals, non-exempt "qualified aliens" (and sometimes only particular categories of qualified aliens), non-immigrants, and certain aliens paroled into the United States are eligible to receive state or local public benefits. With certain exceptions, a professional license and commercial license issued by a State agency is a State public benefit.

Arizona Revised Statutes §1-501 requires, in general, that a person applying for a license must submit documentation to the licensing agency that satisfactorily demonstrates that the applicant is lawfully present in the United States.

Directions: All applicants must complete Sections I, II, and IV. Applicants who are not U.S. citizens or nationals must also complete Section III. Submit this completed form and copy of one or more documents that evidence your citizenship or alien status with your application for license or renewal .

SECTION I - APPLICANT INFORMATION

APPLICANT'S NAME (Print or type) \_\_\_\_\_ DATE \_\_\_\_\_

TYPE OF APPLICATION (check one): \_\_\_\_\_ INITIAL APPLICATION \_\_\_\_\_ RENEWAL \_\_\_\_\_

TYPE OF LICENSE \_\_\_\_\_

SECTION II - CITIZENSHIP OR NATIONAL STATUS DECLARATION

Directions: Attach a legible copy of the front and the back (if any), of a document from the attached List A or other document that demonstrates U.S. citizenship or nationality. Name of document provided: \_\_\_\_\_

A. Are you a citizen or national of the United States? (check one)       Yes       No

B. If the answer is "Yes," where were you born? List city, state (or equivalent), and country  
City \_\_\_\_\_ State (or equivalent) \_\_\_\_\_ Country or Territory \_\_\_\_\_

If you are a citizen or national of the United States, go to Section IV. If you are not a citizen or national of the United States, please complete Sections III and IV.

SECTION III - ALIEN STATUS DECLARATION

Directions: To be completed by applicants who are not citizens or nationals of the United States. Please indicate alien status by checking the appropriate box. Attach a legible copy of the front, and back (if any), of a document from the attached List B or other document that evidences your status. A.R.S. §1-501. Name of document provided: \_\_\_\_\_

"Qualified Alien" Status [8 U.S.C. §§1621 (a)(1), -1641(b) and (c)]

- 1. An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA).
- 2. An alien who is granted asylum under Section 208 of the INA.

- 3. A refugee admitted to the United States under Section 207 of the INA.
- 4. An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA.
- 5. An alien whose deportation is being withheld under Section 243(h) of the INA.
- 6. An alien granted conditional entry under Section 203(a)(7) of the INA as in effect prior to April 1, 1980.
- 7. An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980).
- 8. An alien who is, or whose child or child's parent is, a "battered alien" or an alien subjected to extreme cruelty in the United States.

Non-immigrant Status (8 U.S.C. §1621(a)(2))

- 9. A non-immigrant under the Immigration and Nationality Act [8 U.S.C. §1101 *et seq.*] Non-immigrants are persons who have temporary status for a specific purpose. See 8 U.S.C. §1101(a)(15).

Alien Paroled into the United States For Less Than One Year [8 U.S.C. §1621(a)(3)]

- 10. An alien paroled into the United States for less than one year under Section 212(d)(5) of the INA.

Other Persons (8 U.S.C. §1621(c)(2)(A) and (C))

- 11. A non-immigrant whose visa for entry is related to employment in the United States, or
- 12. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in the Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia, 48 U.S.C. §1901 *et seq.*];
- 13. A foreign national not physically present in the United States.

Otherwise Lawfully Present (A.R.S. §1-501)

- 14. A person not described in categories 1-13 who is otherwise lawfully present in the United States.
- PLEASE NOTE: The federal Personal Responsibility and Work Opportunity Reconciliation Act may make persons who fall into this category ineligible for licensure. See 8 U.S.C. §1621(a).

<b>SECTION IV - DECLARATION</b>
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All applicants must complete this section. I declare under penalty of perjury under the laws of the state of Arizona that the answers I have given are true and correct to the best of my knowledge.

\_\_\_\_\_  
 APPLICANT'S SIGNATURE

\_\_\_\_\_  
 TODAY'S DATE

Attachment: Lists A and B Evidence of U.S. Citizenship, U.S. National Status, or Alien Status

## ARIZONA STATEMENT OF CITIZENSHIP & ALIEN STATUS

All applicants must answer questions on the application regarding citizenship. A Xeroxed copy of a document that shows evidence of your citizenship or alien status MUST BE submitted with your application for licensure or renewal. See List A or List B.

### LIST A

Evidence showing U.S. citizen or U.S. national status includes the following:

\*If any of the following documents do not contain a photograph of the individual, the individual shall also present a government issued document that contains a photograph of the individual.

a. Primary Evidence:

- (1) An AZ driver's license issued after 1996 or an AZ non-operating identification license
- (2) A birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction); \*
- (3) A birth certificate or delayed birth certificate issued in any state, territory or possession of the U.S.; \*
- (4) A signed United States passport; current or expired;
- (5) Report of birth abroad of a U.S. citizen (FS-240) (issued by the Department of State to U.S. citizens); A U.S. certificate of birth abroad \*
- (6) Certificate of Birth (FS-545) (issued by a foreign service post) or Certification of Report of Birth (DS-1350), copies of which are available from the Department of State; \*
- (7) Form N-550 or N-570, Certificate of Naturalization (issued by the Service through a Federal or State court, or through administrative naturalization after December 1990 to individuals who are individually naturalized; the N-570 is a replacement certificate issued when the N-550 has been lost or mutilated or the individual's name has changed);
- (8) Form N-561, Certificate of Citizenship;
- (9) Form I-197, United States Citizen Identification Card (issued by the Service until April 7, 1983 to U.S. citizens living near the Canadian or Mexican border who needed it for frequent border crossings) (formerly Form I-179, last issued in February 1974);
- (10) Form I-873 (or prior versions), Northern Marianas Card (issued by the Service to a collectively naturalized U.S. citizen who was born in the Northern Mariana Islands before November 3, 1986);
- (11) Statement provided by a U.S. consular official certifying that the individual is a U.S. citizen (given to an individual born outside the United States who derives citizenship through a parent but does not have a FS-240, FS-545, or DS-1350); or \*
- (12) Form I-872 (or prior versions), American Indian Card with a classification code "KIC" and a statement on the back identifying the bearer as a U.S. citizen (issued by the Service to U.S. citizen members of the Texas Band of Kickapoo living near the U.S./Mexican border).
- (13) A tribal certificate of Indian blood.\*
- (14) A tribal or bureau of Indian affairs affidavit of birth\*

NOTE: SOCIAL SECURITY CARDS ARE NOT ACCEPTABLE DOCUMENTATION.

b. Secondary Evidence

If the applicant cannot present one of the documents listed in (a) above, the following may be relied upon to establish U.S. citizenship or U.S. national status;

- (1) Religious record recorded in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction) within three 3 months after birth showing that the birth occurred in such jurisdiction and the date of birth or the individual's age at the time the record was made;
- (2) Evidence of civil service employment by the U.S. government before June 1, 1976;
- (3) Early school records (preferably from the first school) showing the date of admission to the school, the applicant's date and U.S. place of birth, and the name(s) and place(s) of birth of the applicant's parent(s);
- (4) Census record showing name, U.S. nationality or a U.S. place of birth, and applicant's date of birth or age;
- (5) Adoption finalization papers showing the applicant's name and place of birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917, American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Marian Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction), or, when the adoption is not finalized and the state or other U.S. jurisdiction listed above will not release a birth certificate prior to final adoption, a statement from a state or jurisdiction approved adoption agency showing the applicant's name and place of birth in one of such jurisdictions, and stating that the source of the information is an original birth certificate;
- (6) Any other document that establishes a U.S. place of birth or otherwise indicates U.S. nationality (e.g., a contemporaneous hospital record of birth in that hospital in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction);

c. Collective Naturalization

If the applicant cannot present one of the documents listed in (a) or (b) above, the following will establish U.S. citizenship for collectively naturalized individuals:

Puerto Rico:

- Evidence of birth in Puerto Rico on or after April 11, 1899 and the applicant's statement that he or she was residing in the U.S., a U.S. possession or Puerto Rico on January 13, 1941; or
- Evidence that the applicant was a Puerto Rican citizen and the applicant's statement that he or she was residing in Puerto Rico on March 1, 1917 and that he or she did not take an oath of allegiance to Spain.

U.S. Virgin Islands:

- Evidence of birth in the U.S. Virgin Islands, and the applicant's statement of residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927;
- The applicant's statement indicating resident in the U.S. Virgin Islands as a Danish citizen on January 17, 1917 and residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927, and that he or she did not make a declaration to maintain Danish citizenship; or
- Evidence of birth in the U.S. Virgin Islands and the applicant's statement indicating residence in the U.S., a U.S. possession or territory or the Canal Zone on June 28, 1932.

Northern Mariana Islands (NMI) (formerly part of the Trust Territory of the Pacific Islands (TTPI)):

- Evidence of birth in the NMI, TTPI citizenship and residence in the NMI, the U.S., or a U.S. territory or possession on November 3, 1986 (NMI local time) and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time);
- Evidence of TTPI citizenship, continuous residence in the NMI since before November 3, 1981 (NMI local time), voter registration prior to January 1, 1975 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time); or
- Evidence of continuous domicile in the NMI since before January 1, 1974 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time). Note: If a person entered the NMI as a nonimmigrant and lived in the NMI since January 1, 1974, this does not constitute continuous domicile and the individual is not a U.S. citizen

d. Derivative Citizenship

If the applicant cannot present one of the documents listed in a or b above, the following may be used to make determination of derivative U.S. citizenship:

Applicant born abroad to two U.S. citizen parents: Evidence of the U.S. citizenship of the parents and the relationship of the applicant to the parents, and evidence that at least one parent resided in the U.S. or an outlying possession prior to the applicant's birth.

Applicant born abroad to a U.S. citizen parent and a U.S. non-citizen national parent: Evidence that one parent is a U.S. citizen and that the other is a U.S. non-citizen national, evidence of the relationship of the applicant to the U.S. citizen parent, and evidence that the U.S. citizen parent resided in the U.S., a U.S. possession, American Samoa or Swain's Island for a period of at least one year prior to the applicant's birth.

Applicant born out of wedlock abroad to a U.S. citizen mother: Evidence of the U.S. citizenship of the mother, evidence of the relationship to the applicant and, for births on or before December 24, 1952, evidence that the mother resided in the U.S. prior to the applicant's birth or, for births after December 24, 1952, evidence that the mother had resided, prior to the child's birth, in the U.S. or a U.S. possession for a period of one year.

Applicant born in the Canal Zone or the Republic of Panama:

- A birth certificate showing birth in the Canal Zone on or after February 26, 1904 and before October 1, 1979 and evidence that one parent was a U.S. citizen at the time of the applicant's birth; or
- A birth certificate showing birth in the Republic of Panama on or after February 26, 1904 and before October 1, 1979 and evidence that at least one parent was a U.S. citizen and employed by the U.S. government or the Panama Railroad Company or its successor in title.

In all other situations in which an applicant claims to have a U.S. citizen parent and an alien parent, or claims to fall within one of the above categories, but is unable to present the listed documentation:

- If the applicant is in the U.S., the applicant should contact the local U.S. Citizenship and Immigration Service office for determination of U.S. citizenship;
- If the applicant is outside the U.S., the applicant should contact the State Department for a U.S. citizenship determination.

e. Adoption of Foreign-Born Child by U.S. Citizen

- If the birth certificate shows a foreign place of birth and the applicant cannot be determined to be a naturalized citizen under any of the above criteria, obtain other evidence of U.S. citizenship;
- Because foreign-born adopted children do not automatically acquire U.S. citizenship by virtue of adoption by U.S. citizens, the applicant should contact the local U.S. Citizenship and Immigration Service office for a determination of U.S. citizenship, if the applicant provides no evidence of U.S. citizenship.

f. U.S. Citizenship By Marriage

A woman acquired U.S. citizenship through marriage to a U.S. citizen before September 22, 1922. Provide evidence of U.S. citizenship of the husband, and evidence showing the marriage occurred before September 22, 1922.

Note: If the husband was an alien at the time of the marriage, and became naturalized before September 22, 1922, the wife also acquired naturalized citizenship. If the marriage terminated, the wife maintained her U.S. citizenship if she was residing in the U.S. at that time and continued to reside in the U.S.

g. A U.S. certificate of birth abroad\*

h. A foreign passport with a U.S. Visa\*

i. An I-94 form with a photograph

j. A U.S. citizenship and immigration services employment authorization document or refugee travel document\*

LIST B

Qualified Aliens, Nonimmigrant, and aliens paroled into U.S. for less than one year.

a. "Qualified Aliens"

Evidence of "Qualified Alien" status includes the following:

*Alien Lawfully admitted for Permanent Residence*

- \*Form I-SS 1 (Alien Registration Receipt Card, commonly known as a "green card"); or
- Unexpired Temporary I-SS1 stamp in foreign passport or on \*I Form I-94.

*Asylee*

- \*Form I-94 annotated with stamp showing grant of asylum under section 208 of the INA;
- \*Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (S)";
- \*Form I-766 (Employment Authorization Document) annotated "AS";
- Grant letter from the Asylum Office of the U.S. Citizenship and Immigration Service; or
- Order of an immigration judge granting asylum.

*Refugee*

- \*Form I-94 annotated with stamp showing admission under § 207 of the INA;
- \*Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (3)"; or
- \*Form I-766 (Employment Authorization Document) annotated "AS";

*Alien Paroled into the U.S. for at Least One Year*

- \*Form I-94 with stamp showing admission for at least one year under section 212(d) (S) of the INA. (Applicant cannot aggregate periods of admission for less than one year to meet the one-year requirement.)

*Alien Whose Deportation or Removal was withheld*

- \*Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (10)";
- \*Form I-766 (Employment Authorization Document) annotated "A10"; or
- Order from an immigration judge showing deportation withheld under §243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under §241 (b) (3) of the INA.

*Alien Granted Conditional Entry*

- \*Form I-94 with stamp showing admission under §203 (a) (7) of the INA;
- \*Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (3)"; or
- \*Form I-766 (Employment Authorization Document) annotated "A3".

*Cuban/Haitian Entrant*

- \*Form I-SS I (Alien Registration Receipt Card, commonly known as a "green Card") with the code CU6, CU7, or CH6.
- Unexpired temporary I-SS I stamp in foreign passport or on \*Form I-94 with the Code CU6 or CU7; or
- \*Form I-94 with stamp showing parole as "Cuba/Haitian Entrant" under Section 212 (d) (S) of the INA.

*Alien who has been Declared a Battered Alien or Alien Subjected to Extreme Cruelty*

- U.S. Citizenship and Immigration Service petition and supporting documentation

b. Nonimmigrant

Evidence of "Nonimmigrant" status includes the following:

- \*Form I-94 with stamp showing authorized admission as nonimmigrant

c. Alien Paroled into U.S. for less than One year

- \*Form I-94 with stamp showing admission for less than one year under section 212 (d) (S) of the INA

d. A foreign passport with a U.S. visa

e. An I-94 form with a photograph.

f. A U.S. citizenship and immigration services employment authorization document or refugee travel document.



**State of Arizona**  
**BOARD OF TECHNICAL REGISTRATION**

1110 W. Washington Street, Suite 240, Phoenix, Arizona 85007 (602)364-4930 FAX: (602)364-4931 <https://btr.az.gov/>

Dear Reference:

In order to complete the application process, please complete and return requested information on the applicant indicated. Your responses will be kept confidential. To assist you in making your determination and recommendation on the applicant's qualifications, this office has secured from the applicant, and maintains in his/her file, the following Authorization and Release, properly signed:

**AUTHORIZATION AND RELEASE**

**"I authorize any individual, company or institution with whom I have been associated to furnish the Arizona State Board of Technical Registration with any information concerning my qualifications for professional registration/certification in Arizona which they have on record or otherwise possess, and release the individual, company or institution and all individuals from all liability for any damage whatsoever incurred by me as a result of their furnishing such information."**

We request that you complete and return the enclosed form promptly so that the Board may act upon the application of this candidate. Thank you for your cooperation.

Sincerely,

  
Judith Stapley, Executive Director





State of Arizona

BOARD OF TECHNICAL REGISTRATION

1110 W. Washington Suite 240 Phoenix, Arizona 85007 (602)364-4930 FAX: (602)364-4931 https://btr.az.gov/

Architect Certificate of Experience Form

Applicant Name: \_\_\_\_\_

SECTION A

(To be completed by Applicant)

Employer Name, Address, and Telephone \_\_\_\_\_

Your Job Title \_\_\_\_\_

Your Supervisor/Reference Name and Job Title \_\_\_\_\_

If the name given above is other than an immediate supervisor, indicate below the professional relationship of the person you have chosen.

Co-Worker  Client  Other  Explain: \_\_\_\_\_

DETAILED SUMMARY OF QUALIFYING EXPERIENCE

Note: The detailed summary should include a description of the projects you worked on and a breakdown of time spent by category of experience. Please use next page to additionally detail your experience if needed.

Employment Dates: From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (These dates should match the dates observed by supervisor/reference on Section B)

Approximate Number of Hours Worked Weekly \_\_\_\_\_

Experience Activity:

Table with 2 columns: Activity, Total Months. Rows include Practice Management, Project Management, Programming and Analysis, Project Planning and Design, Project Development and Documentation, Construction and Evaluation, and Grand Total.

Detailed Work Description: \_\_\_\_\_

I affirm under penalty of law that the foregoing statements and supporting documentation are accurate, true and complete to the best of my knowledge. I understand that submitting a materially false statement in connection with an application may be grounds for denial of this application and/or referral for criminal prosecution.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Name \_\_\_\_\_

Supervisor/Reference please initial here \_\_\_\_\_



Applicant Name: \_\_\_\_\_

**SECTION B**

(To be completed by supervisor/reference)

The Board will rely on your answers to the questions below in determining whether or not this applicant should be issued a license to practice as a professional in Arizona. Please recognize the importance of this information and give due care to your responses. Use additional pages, if required. Please evaluate the qualifications of this applicant in the light of professional requirements. Please understand that, while an examination may determine an applicant's technical ability to do the standard task, it does not determine honesty, integrity, dependability, resourcefulness, judgment, ability to take responsible charge and other qualities and traits of character necessary in a competent and ethical professional. These characteristics show up in practice and are known only to the applicant's acquaintances and associates.

Your Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail: \_\_\_\_\_

Your job title at the time you supervised/knew the applicant \_\_\_\_\_

Have you personally supervised and examined the applicant's work? Yes  No   
Does the information presented by the applicant accurately reflect his/her experience? Yes  No   
(If "No" or "Don't Know," please explain.) Don't Know

Give the dates you observed the applicant performing professional duties, either directly or indirectly.

Date: From \_\_\_\_\_ To: \_\_\_\_\_ Directly/ Indirectly

How long have you known this applicant? \_\_\_\_\_

Is this applicant related to you by blood or marriage? Yes  No

From your personal knowledge, your appraisal of the applicant would be:

Rating Factors	Excellent	Very Good	Adequate	Below Par	Poor	Don't Know
Quality of Work						
Technical Knowledge						
Professional Attitude						
Professional Judgement						
Character & Reputation						

**Please include any remarks you have regarding this applicant on a separate piece of paper and submit with this form.**

Do you believe the applicant is qualified for registration? Yes  No   
(If you marked "No" or "Don't Know," please explain on a separate sheet.) Don't Know

I affirm under penalty of law that the foregoing statements and supporting documentation are true and correct to the best of my knowledge. I understand that submitting a materially false statement in connection with an application for registration is grounds for disciplinary action.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Architect Professional Registration# \_\_\_\_\_

Issue Date \_\_\_\_\_ State \_\_\_\_\_

**Place imprint of seal in the space to the right.**