

# Architect Form 1 Application for Licensure

**All applicants for licensure** must complete this form and submit it with the appropriate fee directly to the Office of the Professions at the address at the end of this form. The fee is the total of the application fee plus the fee for your first registration period. The application portion of the fee is not refundable. You must answer all questions in **ink** (pen or printer) and provide all information requested unless otherwise indicated. Failure to complete all required parts of the application will delay its review. **You must sign and date the Affidavit on this form in the presence of a Notary Public.**

Check what you are applying for (check one):

- |  |  |    |       |    |
|--|--|----|-------|----|
| <input type="checkbox"/> eligibility to take the ARE and for initial licensure (\$377 fee)   | <table border="1" style="border-collapse: collapse;"><tr><td style="padding: 2px;">03</td><td style="padding: 2px;">\$377</td><td style="padding: 2px;">ER</td></tr></table> | 03 | \$377 | ER |
| 03   | \$377  | ER |       |    |
| <input type="checkbox"/> a switch in jurisdiction to New York State and for initial licensure (\$377 fee)  | <table border="1" style="border-collapse: collapse;"><tr><td style="padding: 2px;">03</td><td style="padding: 2px;">\$377</td><td style="padding: 2px;">ER</td></tr></table> | 03 | \$377 | ER |
| 03   | \$377  | ER |       |    |
| <input type="checkbox"/> licensure via NCARB certification (\$377 fee)   | <table border="1" style="border-collapse: collapse;"><tr><td style="padding: 2px;">03</td><td style="padding: 2px;">\$377</td><td style="padding: 2px;">ER</td></tr></table> | 03 | \$377 | ER |
| 03   | \$377  | ER |       |    |
| <input type="checkbox"/> licensure via endorsement (\$377 fee)   | <table border="1" style="border-collapse: collapse;"><tr><td style="padding: 2px;">03</td><td style="padding: 2px;">\$377</td><td style="padding: 2px;">ER</td></tr></table> | 03 | \$377 | ER |
| 03   | \$377  | ER |       |    |
| <input type="checkbox"/> licensure via the practical examination and based on 10 years of lawful practice as a Principal and owner of my own firm in a foreign country. I have not attempted an NCARB examination. (\$587 fee) | <table border="1" style="border-collapse: collapse;"><tr><td style="padding: 2px;">03</td><td style="padding: 2px;">\$587</td><td style="padding: 2px;">ER</td></tr></table> | 03 | \$587 | ER |
| 03   | \$587  | ER |       |    |

1. Social Security Number <i>(Leave this blank if you do not have a U.S. Social Security Number)</i>	2. Birth Date	Month	Day	Year
3. Print Name    Last				
First				
Middle				
		5. Telephone/Email Address		
		Daytime Phone		
		<input type="checkbox"/> Home or <input type="checkbox"/> Business		

**Licensee business address, phone and email address are public information. Failure to indicate business or home on this form for each item will deem it public information.**

4. Mailing Address <input type="checkbox"/> Home or <input type="checkbox"/> Business (You must notify the Department promptly of any address or name changes)	Area Code                      Phone
Line 1	Email Address (please print clearly)
Line 2	<input type="checkbox"/> Home or <input type="checkbox"/> Business
Line 3	
City	
State                      ZIP Code	
Country/ Province	

6. New York State DMV ID Number  
(Driver or Non-Driver ID)

*(Leave this blank if you do not have a New York State DMV ID Number)*

7. Name as it appears on degree or other credentials (if different from above) \_\_\_\_\_
8. Have you ever applied for New York State licensure in any profession?                       Yes     No  
 If "yes", in what profession(s)? \_\_\_\_\_
9. Have you ever been found guilty after trial, or pleaded guilty, no contest, or nolo contendere to a crime (felony or misdemeanor) in any court?                       Yes     No
10. Are criminal charges pending against you in any court?                       Yes     No
11. Has any licensing or disciplinary authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license or certificate held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?                       Yes     No
12. Are charges pending against you in any jurisdiction for any sort of professional misconduct?                       Yes     No

**NOTE:** If you answer "Yes" to any questions numbered 9-12, submit a letter giving a complete detailed explanation. Include copies of any court records including a Certificate of Disposition. If there are offenses in multiple courts, please provide the same for each action. If the court can no longer provide documentation, you must request, from the court, a letter stating why they cannot provide the documents. While your application is pending, you must notify the Division of Professional Licensing Services if the answers to any of these questions have changed.

13. Do you have an NCARB Record Number?  Yes  No

If "yes", what is your NCARB Record Number

If you hold the NCARB Certificate, ask NCARB to transmit your Council Record to New York

14. Do you now hold, or have you ever held, a license or certificate to practice any profession in any state or jurisdiction?  Yes  No

**If yes, you must list all licenses/certificates, states or jurisdictions and provide appropriate information in the columns below or your application will be delayed. Do not enter "See NCARB". A Form 3 must be submitted for each professional license/certificate listed unless it is a license/certificate issued by the New York State Education Department or you hold the NCARB Certificate. See the Applicant instructions on Form 3 for specific information about completing and submitting the form.**

Professional Title	State or Jurisdiction	Date License/Certificate Issued	License/Certificate Number	Limitations on License/Certificate

15. **You must complete all information for all schools/colleges/universities attended or your application will be considered incomplete. If you were educated outside the U.S., you must submit a copy of your degree/diploma/certificate in the original language.**

**Postsecondary Education** - Please complete the section below with details about your postsecondary education. Use spaces below as needed and attach additional sheets if necessary. Any missing information will be considered an incomplete application.

**a. Name of School** \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_

Major/Concentration \_\_\_\_\_

Number of years attended \_\_\_\_\_ Attendance from \_\_\_\_\_ to \_\_\_\_\_  
mo. yr. mo. yr.

Title of Degree/Diploma/Certificate awarded (in original language) \_\_\_\_\_

Date Degree/Diploma/Certificate awarded \_\_\_\_\_ Or  Still in progress  
mo. yr.

**b. Name of School** \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_

Major/Concentration \_\_\_\_\_

Number of years attended \_\_\_\_\_ Attendance from \_\_\_\_\_ to \_\_\_\_\_  
mo. yr. mo. yr.

Title of Degree/Diploma/Certificate awarded (in original language) \_\_\_\_\_

Date Degree/Diploma/Certificate awarded \_\_\_\_\_ Or  Still in progress  
mo. yr.

**c. Name of School** \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_

Major/Concentration \_\_\_\_\_

Number of years attended \_\_\_\_\_ Attendance from \_\_\_\_\_ to \_\_\_\_\_  
mo. yr. mo. yr.

Title of Degree/Diploma/Certificate awarded (in original language) \_\_\_\_\_

Date Degree/Diploma/Certificate awarded \_\_\_\_\_ Or  Still in progress  
mo. yr.

16. **Applicant Experience Record.** Please complete the section below for your experience history. List your experience beginning with the most recent and working backwards. Include all architecture and related experience whether or not it is documented in your NCARB Record or on Form 4, or you plan to have it considered towards New York's experience requirements. Do not say "See NCARB" or your application will be considered incomplete. Attach additional sheets if necessary. If you worked for a government agency, developer, or other "in-house" design department, please describe the department in which you worked, the functions of that department, and your duties. If the experience included in-house projects where you completed the design documents and where you supervised out-of-house design consultants, provide an estimate of the percentage of time for each (i.e. 70% in-house, 30% consultant management.)

**1. Name of Employer** \_\_\_\_\_

Address \_\_\_\_\_

Entity Type  Sole Practitioner  PC  DPC  LLP  PLLC  Grandfathered Corporation  
 Other (Specify) \_\_\_\_\_

Dates of employment From \_\_\_\_\_ To \_\_\_\_\_  
mo. day yr. mo. day yr.

Time employed (check one)  Full time  Part time Hours per week \_\_\_\_\_

Experience Type (check one)  Category I - Diversified practice of architecture  
 Category J - Teaching in an NAAB accredited program  
 Category J - Structured research with report  
 Category J - Experience related to architecture, i.e. engineering, landscape architecture, interior design, urban planning  
 Category J - Experience related to architectural practice, i.e. work in code enforcement, management of design consultants

**2. Name of Employer** \_\_\_\_\_

Address \_\_\_\_\_

Entity Type  Sole Practitioner  PC  DPC  LLP  PLLC  Grandfathered Corporation  
 Other (Specify) \_\_\_\_\_

Dates of employment From \_\_\_\_\_ To \_\_\_\_\_  
mo. day yr. mo. day yr.

Time employed (check one)  Full time  Part time Hours per week \_\_\_\_\_

Experience Type (check one)  Category I - Diversified practice of architecture  
 Category J - Teaching in an NAAB accredited program  
 Category J - Structured research with report  
 Category J - Experience related to architecture, i.e. engineering, landscape architecture, interior design, urban planning  
 Category J - Experience related to architectural practice, i.e. work in code enforcement, management of design consultants

**3. Name of Employer** \_\_\_\_\_

Address \_\_\_\_\_

Entity Type  Sole Practitioner  PC  DPC  LLP  PLLC  Grandfathered Corporation  
 Other (Specify) \_\_\_\_\_

Dates of employment From \_\_\_\_\_ To \_\_\_\_\_  
mo. day yr. mo. day yr.

Time employed (check one)  Full time  Part time Hours per week \_\_\_\_\_

Experience Type (check one)  Category I - Diversified practice of architecture  
 Category J - Teaching in an NAAB accredited program  
 Category J - Structured research with report  
 Category J - Experience related to architecture, i.e. engineering, landscape architecture, interior design, urban planning  
 Category J - Experience related to architectural practice, i.e. work in code enforcement, management of design consultants

16. **Applicant Experience Record. (Continued)** Please complete the section below for your experience history. List your experience beginning with the most recent and working backwards. Include all architecture and related experience whether or not it is documented in your NCARB Record or on Form 4, or you plan to have it considered towards New York's experience requirements. Do not say "See NCARB" or your application will be considered incomplete. Attach additional sheets if necessary. If you worked for a government agency, developer, or other "in-house" design department, please describe the department in which you worked, the functions of that department, and your duties. If the experience included in-house projects where you completed the design documents and where you supervised out-of-house design consultants, provide an estimate of the percentage of time for each (i.e. 70% in-house, 30% consultant management.)

**4. Name of Employer** \_\_\_\_\_

Address \_\_\_\_\_

Entity Type  Sole Practitioner  PC  DPC  LLP  PLLC  Grandfathered Corporation  
 Other (Specify) \_\_\_\_\_

Dates of employment From \_\_\_\_\_ To \_\_\_\_\_  
mo. day yr. mo. day yr.

Time employed (check one)  Full time  Part time Hours per week \_\_\_\_\_

Experience Type (check one)  Category I - Diversified practice of architecture  
 Category J - Teaching in an NAAB accredited program  
 Category J - Structured research with report  
 Category J - Experience related to architecture, i.e. engineering, landscape architecture, interior design, urban planning  
 Category J - Experience related to architectural practice, i.e. work in code enforcement, management of design consultants

**5. Name of Employer** \_\_\_\_\_

Address \_\_\_\_\_

Entity Type  Sole Practitioner  PC  DPC  LLP  PLLC  Grandfathered Corporation  
 Other (Specify) \_\_\_\_\_

Dates of employment From \_\_\_\_\_ To \_\_\_\_\_  
mo. day yr. mo. day yr.

Time employed (check one)  Full time  Part time Hours per week \_\_\_\_\_

Experience Type (check one)  Category I - Diversified practice of architecture  
 Category J - Teaching in an NAAB accredited program  
 Category J - Structured research with report  
 Category J - Experience related to architecture, i.e. engineering, landscape architecture, interior design, urban planning  
 Category J - Experience related to architectural practice, i.e. work in code enforcement, management of design consultants

**6. Name of Employer** \_\_\_\_\_

Address \_\_\_\_\_

Entity Type  Sole Practitioner  PC  DPC  LLP  PLLC  Grandfathered Corporation  
 Other (Specify) \_\_\_\_\_

Dates of employment From \_\_\_\_\_ To \_\_\_\_\_  
mo. day yr. mo. day yr.

Time employed (check one)  Full time  Part time Hours per week \_\_\_\_\_

Experience Type (check one)  Category I - Diversified practice of architecture  
 Category J - Teaching in an NAAB accredited program  
 Category J - Structured research with report  
 Category J - Experience related to architecture, i.e. engineering, landscape architecture, interior design, urban planning  
 Category J - Experience related to architectural practice, i.e. work in code enforcement, management of design consultants

17. Child Support Obligation

Everyone applying for a professional license, permit, or registration, or any renewal thereof, must certify that, as of the date of the filing, she or he is, or is not, under an obligation to pay child support\*. **Individuals who are four months or more in arrears in child support or who have failed to comply with a summons, subpoena or warrant relating to a paternity or child support proceeding may be subject to suspension of their business, professional, drivers and/or recreational licenses and permits.** The intentional submission of false written statements for the purpose of frustrating or defeating the lawful enforcement of support obligations is punishable under section 175.35 of the Penal Law.

You must complete this section before we can issue the credential for which you have applied. Individuals who are not in compliance with their obligation to pay child support can be issued a credential for no more than six months in order to comply with their child support obligations.

**CHECK ONLY A OR B BELOW. If you check B, you must check one of the five statements listed below it.**

A  I am not under an obligation to pay child support;

Or

B  I am under an obligation to pay child support *and* (please check only one of the following)

- I am current and **am not** four months or more in arrears in the payment of child support; or,
- I am making payments by income execution or by court agreed payment plan or by a plan agreed to by the parties; or,
- The child support obligation is the subject of a pending court proceeding; or,
- I am receiving public assistance or supplemental security income; or,
- None of the above four statements apply.

\*New York State General Obligations Law, section 3-503

18. Citizenship/Immigration Status

Federal law and the Regulations of the Commissioner of Education (8 NYCRR §59.4) limit the issuance of professional licenses, registrations and limited permits to United States citizens or qualified aliens. To comply with Federal law and Commissioner's regulation, you must complete this section of this form and check the appropriate box below which indicates your citizenship/immigration status.

I am:

- A. A United States citizen or National.
- B. An alien lawfully admitted for permanent residence in the United States.
- C. An alien granted asylum under Section 208 of the Immigration and Nationality Act.
- D. A refugee granted asylum under Section 207 of the Immigration and Nationality Act.
- E. An alien paroled into the United States under Section 212 (d)(5) of the Immigration and Nationality Act for a period of at least 1 year.
- F. An alien whose deportation is being withheld under Section 241 (b)(3) of the Immigration and Nationality Act.
- G. An alien granted conditional entry pursuant to Section 203 (a)(7) of the Immigration and Nationality Act as in effect prior to April 1980.
- H. Non Immigrant (Temporarily in U.S.) Please list Visa type or immigration status or attach a copy of your passport if you are not required to have a Visa to enter the United States \_\_\_\_\_
- I. I am an alien not unlawfully present in the United States pursuant to the Deferred Action for Childhood Arrivals (DACA) relief or similar relief from deportation. Please specify \_\_\_\_\_
- J. I do not reside in the United States.

If you checked any of the boxes from B-I, enter your alien registration number or control number issued by the United States Citizenship and Immigration Services (USCIS): USCIS number \_\_\_\_\_

QUESTIONS ABOUT YOUR IMMIGRATION STATUS AND WHETHER OR NOT IT IS A QUALIFYING STATUS UNDER FEDERAL LAW SHOULD BE DIRECTED TO THE U.S. CITIZENSHIP AND IMMIGRATION SERVICES (USCIS) BY CALLING 1-800-375-5283, OR VISIT THE [USCIS WEBSITE](#).

19. Gender and Ethnicity (This item is optional)

Information on gender and ethnicity is sought solely to allow the New York State Education Department to collect and analyze data concerning diversity in the licensed professions. The ethnic and gender data you provide will be used only for statistical, research, and program evaluation purposes. It will not be released to the public. This information has absolutely no bearing on your qualification for licensure.

Gender  Male  
 Female

Ethnicity  White (not Hispanic)  
 Black (not Hispanic)  
 Asian  
 Hispanic  
 Native American

20. Education Program Review

I give permission to the New York State Education Department to release my examination results to my professional school for the confidential purposes of program review and institution research and planning. I may rescind this authority at any time by notifying the Division of Professional Licensing Services in writing.

Yes  No Please initial \_\_\_\_\_

21. Affidavit with Acknowledgement (Notarization required)

**Applicant**

I declare and affirm that the statements made in this application, including accompanying documents, are true, complete and correct. I understand that any false or misleading information in, or in connection with, my application may be cause for denial or loss of licensure and may result in criminal prosecution. **This form must be signed and dated in the presence of a Notary Public.**

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

**Notary**

State of \_\_\_\_\_ County of \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ before me, the above signed, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to this application and acknowledged to me that he/she executed the application and swore that the statements made by him/her in the application and all supporting materials are true, complete, and correct.

\_\_\_\_\_  
Notary Public's Signature

Notary Stamp

\_\_\_\_\_  
Notary ID number Expiration Date

**If you are submitting an initial Form 1, mail this form and appropriate fee to:** New York State Education Department, Office of the Professions, PO Box 22063, Albany, NY 12201, U.S.A.. **DO NOT SEND CASH.** Make check or money order payable to the New York State Education Department.

**If the Department has requested an updated Form 1, mail this form to:** New York State Department, Office of the Professions, Architecture Unit, 89 Washington Avenue, Albany, NY 12234-1000. **NO FEE IS NEEDED FOR THIS OPTION.**