

PROFESSIONAL DESIGN FIRM REGISTRATION APPLICATION

Additional application forms can be downloaded from the IDFPF Web site at www.idfpr.com.

Types of Business Organizations	Professional Services Offered by the Firm
<ul style="list-style-type: none">- Corporation, Professional Service Corporation- General Partnership, Limited Liability Partnership, Limited Partnership- Limited Liability Company- Sole Proprietorship/D.B.A.	<ul style="list-style-type: none">- Architecture- Land Surveying- Professional Engineering- Structural Engineering

REQUIREMENTS

Any business which includes the practice of architecture, land surveying, professional engineering, and/or structural engineering within its stated purpose, practices, or holds itself out as available to practice architecture, land surveying, professional engineering and/or structural engineering, shall register with the Department as a Professional Design Firm. Authority to transact business in Illinois **must** be obtained from the Illinois Secretary of State **prior** to registering with the Department. You may contact the Illinois Secretary of State/Corporate Division at 217-782-7880 or 312-793-3380. **(The purpose clause must include the practice of the specified profession(s) for which the design firm is seeking registration. The purpose clause for a corporation is in the Articles of Incorporation or Certificate of Foreign Authority. In LLC's and LLP's that clause is in the Articles of Organization.)**

The Design Firm Registration allows a design firm to offer any one or combination of the four design services under the umbrella of one registration. The registration will expire on April 30 of each odd numbered year.

Sole Proprietorships - Any sole proprietorship not owned and operated by an Illinois licensed design professional licensed under the Illinois Architecture Practice Act of 1989, the Illinois Professional Land Surveyor Act of 1989, the Professional Engineering Practice Act of 1989, and the Structural Engineering Practice Act of 1989 shall be prohibited from offering professional design services to the public. The licensed sole proprietor may only offer services in the profession(s) in which the sole proprietor is licensed.

***In order for your application to be processed,
ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED
with the application and required fee unless otherwise directed in the instructions.***

Architecture

No business shall practice or hold itself out as available to practice architecture until it is registered with the Department.

Two-thirds of the board of directors, in the case of a corporation, 2/3 of the general partners, in the case of a partnership, limited liability partnership, limited partnership or 2/3 of the members, in the case of a limited liability company must be licensed in any state to practice architecture, professional engineering, structural engineering or land surveying.

At least one Illinois licensed architect shall be designated through a Resolution as the **managing agent** in responsible charge of the practice of architecture in Illinois. The managing agent must be a director, member, or partner, and a **full-time employee** of the business entity. The managing agent shall at all times maintain a valid, active license to practice architecture in Illinois.

The firm must provide the name and the name of the state and professional license number of each director, member or partner of the firm who is a licensed design professional.

The firm must provide a list of all office locations at which the firm provides architectural services. In addition, the firm must have a **resident architect** overseeing the architectural practices in **each Illinois office location** in which architectural services are provided.

The firm must list all assumed names of the business.

The firm must notify the Department, in writing, of any changes in the information requested on the application.

In the event the managing agent status changes, the professional design firm must notify the Department by certified mail within 10 business days and shall notify the Department within 30 days of the name and license number of the newly designated managing agent.

Land Surveying

No business shall practice or hold itself out as available to practice land surveying until it is registered with the Department.

At least one Illinois licensed land surveyor shall be designated through a Resolution as the **managing agent** in responsible charge of the practice of the land surveying activities in Illinois. The managing agent must be a **full-time employee** of the business entity. The managing agent shall at all times maintain a valid, active license to practice land surveying in Illinois.

The firm must provide the name and the name of the state and professional license number of each director, member or partner of the firm who is a licensed design professional.

The firm must provide a list of all office locations at which the firm provides land surveying services. In addition, the firm must have an Illinois licensed **resident land surveyor** overseeing the land surveying activities in **each Illinois office location** in which land surveying services are provided.

The firm must list all assumed names of the business.

The firm must notify the Department, in writing, of any changes in the information requested on the application.

In the event the managing agent status changes, the professional design firm must notify the Department by certified mail within 10 business days and shall notify the Department within 30 days of the name and license number of the newly designated managing agent.

Professional Engineering

No business shall practice or hold itself out as available to practice professional engineering until it is registered with the Department.

At least one Illinois licensed professional engineer shall be designated through a Resolution as the **managing agent** in responsible charge of the practice of the professional engineering activities in Illinois. The managing agent must be a **full-time employee** of the business entity. The managing agent shall at all times maintain a valid, active license to practice professional engineering in Illinois.

The firm must provide the name and the name of the state and professional license number of each director, member or partner of the firm who is a licensed design professional.

The firm must provide a list of all office locations.

The firm must list all assumed names of the business.

The firm must notify the Department, in writing, of any changes in the information requested on the application.

In the event the managing agent status changes, the professional design firm must notify the Department by certified mail within 10 business days and shall notify the Department within 30 days of the name and license number of the newly designated managing agent.

Structural Engineering

No business shall practice or hold itself out as available to practice structural engineering until it is registered with the Department.

At least one Illinois licensed structural engineer shall be designated through a Resolution as the **managing agent** in responsible charge of the practice of the structural engineering activities in Illinois. The managing agent must be a **full-time employee** of the business entity. The managing agent shall at all times maintain a valid, active license to practice structural engineering in Illinois.

The firm must provide the name and the name of the state, and professional license number of each director, member or partner of the firm who is a licensed design professional.

**Structural
Engineering
(Continued)**

The firm must provide a list of all office locations.

The firm must list all assumed names of the business.

The firm must notify the Department, in writing, of any changes in the information requested on the application.

In the event the managing agent status changes, the professional design firm must notify the Department by certified mail within 10 business days and shall notify the Department within 30 days of the name and license number of the newly designated managing agent.

APPLICATION INSTRUCTIONS

If your firm is currently registered as a Professional Design firm and you are making a change to your registration, do not complete this application. Contact the Department for further instructions.

General Instructions

NOTE: An Illinois Professional Service Corporation must satisfy the organization and name requirements set forth in the Professional Service Corporation Act.

1. Use a typewriter or print legibly in black ink.
2. **Identify the type of business**, e.g., corporation by checking the appropriate box at the top of Page 1 of the application.
3. **Identify the profession(s)** for which the design firm is seeking registration by checking the appropriate box(es) at the top of page 1 of the application. The design firm, if authorized by the Illinois Secretary of State's office, may offer any one or combination of the four design services.
4. Submit the application, appropriate supporting documents, and \$75 application fee to Illinois Department of Financial and Professional Regulation, P.O. Box 7007, Springfield, Illinois 62791. **Fee is non-refundable.**

***In order for your application to be processed,
ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED
with the application and required fee unless otherwise directed in the instructions.***

Business Firms

- Part I. All questions/boxes **must** be answered. If none, answer "None."
- Box 6.** Identify **ALL** other locations at which the professional design firm provides the specified services. (If not applicable, indicate n/a.) If the firm offers architectural or land surveying services, identify the **resident architect or land surveyor** at each location.
- Box 7.** Identify all Assumed Names of the business. (If not applicable, indicate n/a.)
- Part II. List **ALL** directors, members or partners, type of professional license, state of licensure, and license number for each. List data on the application and attach additional sheet if needed.
- Part III. Each designated managing agent (for each profession checked at the top of Page 1 of the application) must date and affix his/her signature and **Illinois** professional **reproducible** seal to the application in Part III on Page 2. Copy Page 2 as needed.

Supporting Documents (Corporation, Professional Service Corporation, LLC, LLP, Limited Partnership):

1. For each managing agent and each director, partner or member who holds a professional license, submit a photocopy of each license held. The copy of the license must indicate profession and license expiration date.

**Business Firms
(Continued)**

2. Submit a COMPLETE filed copy (including purpose clause) of the Articles of Incorporation, Articles of Organization/Operating Agreement or Limited Partnership Agreement issued by the Illinois Secretary of State, including any amended articles. If a foreign (non-Illinois) corporation, LLC, LLP or Limited Partnership, submit a certified copy of the Certificate of Authority (including the purpose clause) issued by the Illinois Secretary of State. **The purpose clause must include the practice of the specified professions for which the design firm is seeking registration.**
3. Submit Certificate of Good Standing issued by the Illinois Secretary of State. (Not required if firm recently registered with Secretary of State.)
4. Submit the latest Annual Report filed with the Illinois Secretary of State identifying the current directors, members, and partners. In the case of a limited partnership, please submit a copy of the signed and dated partnership agreement filed with the Illinois Secretary of State. (Not required if first registered within the last year with Secretary of State.)
5. Submit the signed and dated original Resolution of the Board of Directors, Members, or Partners designating the Illinois licensed design professional(s) as the managing agent(s) who has the Illinois practice of that profession in his/her charge. The Resolution shall include the licensee's name and Illinois license number, that the licensee is a full-time employee of the firm, the licensee's relationship to the firm, e.g. director (if applicable), and that the licensee has been designated as the managing agent in charge of that professional practice in Illinois.
6. If applicable, submit a copy of the application filed with the Illinois Secretary of State to adopt an Assumed Name and the letter issued by the Illinois Secretary of State approving the assumed name.

Supporting Documents (General Partnership)

1. Submit a photocopy of professional license for each general partner listed in Part II of the application and each managing agent.
2. Copy of the signed and dated Partnership Agreement which includes the names of the partnership, business address, and names of **ALL** partners.
3. Submit the signed and dated original Resolution of the Partners designating the Illinois licensed design professional(s) as the managing agent(s) who has the Illinois practice in that profession in his/her charge. The Resolution shall include the licensee's name and Illinois license number, that the licensee is a full-time employee of the firm, the licensee's relationship to the firm, e.g. partner (if applicable), and that the licensee has been designated as the managing agent in charge of that professional practice in Illinois.
4. A copy of the documentation from the County Clerk where the partnership has been filed.

**Sole Proprietorships/
Assumed Name:**

- Part I. Complete Boxes 1-5.
Name of Professional Design Firm is the Assumed Name filed with the County Clerk.
- Part II. List your name, type of professional license, state of licensure (Illinois) and license number.
- Part III. Licensee must date, sign and affix Illinois reproducible seal to the application in Part III on Page 2.

Supporting Documents:

1. Letter from County Clerk where Assumed Name has been filed.
2. Copy of professional license indicating profession and license expiration date.

PROFESSIONAL DESIGN FIRM REGISTRATION APPLICATION	PROFESSION CODE 184	APPLICATION FEE \$75
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<p>IMPORTANT NOTICE: Completion of this form is necessary to accomplish the requirements outlined in 225 ILCS 305, 325, 330, and 340 (Illinois Compiled Statutes). Disclosure of this information is REQUIRED. Failure to provide this information could result in a penalty as outlined in said ACT.</p>	<p>TYPE OF BUSINESS: (Check only one.)</p> <p><input type="checkbox"/> Corporation <input type="checkbox"/> Professional Service Corporation</p> <p><input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Liability Partnership (LLP)</p> <p><input type="checkbox"/> Limited Partnership <input type="checkbox"/> Limited Liability Corporation (LLC)</p> <p><input type="checkbox"/> Sole Proprietorship/D.B.A.</p>	<p>PROFESSIONS: (Check all that apply.)</p> <p><input type="checkbox"/> Architecture</p> <p><input type="checkbox"/> Land Surveying</p> <p><input type="checkbox"/> Professional Engineering</p> <p><input type="checkbox"/> Structural Engineering</p>
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PART I - NAME OF BUSINESS AND PRINCIPAL ADDRESS

1. NAME OF PROFESSIONAL DESIGN FIRM	2. FEIN NUMBER, OR IF INDIVIDUAL OWNERSHIP WITHOUT FEIN NUMBER, SOCIAL SECURITY NUMBER OF OWNER
3. ADDRESS OF PRINCIPAL OFFICE	4. DATE OF INCORPORATION/FORMATION
	5. BUSINESS PHONE (Include Area Code)

6. ADDRESS OF EACH OFFICE IN ILLINOIS AT WHICH PROFESSIONAL SERVICES ARE PROVIDED.
(If more than 2 locations, attach additional sheets, with the firm name typed or printed clearly on top of each page.)

A. ADDRESS:	B. ADDRESS:		
<p>Will this location offer or provide architectural services in Illinois?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If Yes, provide name and Illinois license number of the Resident Architect, a full time employee at this location:</p>	<p>Will this location offer or provide architectural services in Illinois?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If Yes, provide name and Illinois license number of the Resident Architect, a full time employee at this location:</p>
<p>Will this location offer or provide land surveying services in Illinois?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If Yes, provide name and Illinois license number of the Resident Land Surveyor, a full time employee at this location:</p>	<p>Will this location offer or provide land surveying services in Illinois?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If Yes, provide name and Illinois license number of the Resident Land Surveyor, a full time employee at this location:</p>

7. ASSUMED NAMES OF BUSINESS (attach additional sheet if necessary).

A.	B.
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PART II - DIRECTOR / PARTNER / MEMBER INFORMATION

● For ALL Directors / Partners / Members, please list their names, address, and if applicable, licensure information. (Attach additional sheet, with the firm name typed or printed clearly on top, of each page, if needed.)

NAME AND ADDRESS	TYPE OF LICENSE(S)	STATE(S) ISSUING LICENSURE	LICENSE NUMBER(S)

Professional Design Firm Registration Application (Continued)

PART III - MANAGING AGENT

Each managing agent designated in an attached resolution or Articles or Organization or Operating Agreement, must complete a segment below. If a managing agent licensed in more than one profession is designated as having more than one profession in her/his charge, then the licensee should complete a section for each designated profession. (If more space is needed, you may photocopy this side for additional space; please reflect the firm name on additional sheets.)

A. I am designated as the managing agent in charge of the profession marked below:

Architecture Land Surveying Professional Engineering Structural Engineering

1. NAME	2. ADDRESS	3. ILLINOIS LICENSE NUMBER(S)
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I hereby certify: that I completed and/or reviewed this application, and that the answers appearing herein are true and correct to the best of my knowledge and belief, and that I have accepted the designation as managing agent for the professions and licenses reflected, and that I am legally authorized to sign for this firm.

SEAL
of Managing
Agent

Signature of Managing Agent _____
Date

My signature above authorizes the Department of Financial and Professional Regulation to reduce the amount of this check if the amount submitted is not correct. I understand this will be done only if the amount submitted is greater than the required fee hereunder, but in no event shall such reduction be made in an amount greater than \$50.

A. I am designated as the managing agent in charge of the profession marked below:

Architecture Land Surveying Professional Engineering Structural Engineering

1. NAME	2. ADDRESS	3. ILLINOIS LICENSE NUMBER(S)
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I hereby certify: that I completed and/or reviewed this application, and that the answers appearing herein are true and correct to the best of my knowledge and belief, and that I have accepted the designation as managing agent for the professions and licenses reflected, and that I am legally authorized to sign for this firm.

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of Managing
Agent

Signature of Managing Agent _____
Date

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I hereby certify: that I completed and/or reviewed this application, and that the answers appearing herein are true and correct to the best of my knowledge and belief, and that I have accepted the designation as managing agent for the professions and licenses reflected, and that I am legally authorized to sign for this firm.

SEAL
of Managing
Agent

Signature of Managing Agent _____
Date

I UNDERSTAND THAT FEES ARE NOT REFUNDABLE. My signature above authorizes the Department of Financial and Professional Regulation to reduce the amount of this check if the amount submitted is not correct. I understand this will be done only if the amount submitted is greater than the required fee hereunder, but in no event shall such reduction be made in an amount greater than \$50.

Name of Firm:

FEIN or SS#:

Profession Name: Professional Design Firm