



# PROFESSIONAL DESIGN FIRM CHANGE OF SERVICES REQUEST

PROOF

## GENERAL INFORMATION:

- Do NOT use this form to apply for an INITIAL Professional Design Firm Registration.
- Do NOT use this form to change a managing agent for your Firm.
- The original form must be submitted and it must contain an original signature.
- A valid Business Email Address is required for renewal and department notice purposes.
- All supporting documents must be submitted at the same time as your fully completed form.
- An individual may be a Managing Agent for only ONE firm at a given time.
- The new Managing Agent must be licensed in Illinois for the profession(s) he/she is being appointed for.
- **It is a violation of each Design Profession Act to solicit or provide services if the firm is not authorized to offer that type of work.**
- Each registered Professional Design Firm must be authorized by this Department to provide specific types of work in Illinois, namely **architecture, professional engineering, structural engineering and/or land surveying.**
- Once your request has been completed, your Firm will receive an email from the Department with instructions on how to download your new Design Firm Registration.
- Please contact the Department at **800.560.6420** for assistance.

## ADDING SERVICES:

To add additional professional services to your Firm, complete the following:

1. Complete numbers 1 through 11 of the Change of Services Form. If adding multiple Managing Agents, complete numbers 12 through 17 on the form.
  2. Submit a copy of the filed (accepted) amended purpose clause information from the Illinois Secretary of State's office. (Sample wording on page 3).
  3. Submit a Board Resolution appointing a Managing Agent in charge of the profession(s) being added who is licensed in Illinois and is a full-time employee of the firm. If adding Architecture, that individual must be a Director/Member/Partner of the firm and the firm must meet the 2/3rds requirements of the Act and submit a listing of the Directors/Members/Partners and their active license number (either in Illinois or in another jurisdiction) of each individual. (Sample wording on page 3).
- ◆ If adding Architecture, the Firm must provide a list of any Illinois 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 to be used in Illinois by the business.
  - ◆ If adding Land Surveying, the Firm must provide a list of any Illinois 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.

## REMOVING SERVICES:

To remove professional services from your Firm, complete the following:

1. Complete numbers 1 through 7 of the Change of Services Form.
2. Submit a screenshot copy of your Firm's website services page showing that you are no longer offering said profession services in Illinois. This can be accomplished by adding a disclaimer, "(profession) services are not currently offered in Illinois".
3. A written statement from the current Managing Agent for the services being removed that he/she is no longer acting as the Managing Agent for the (profession) services of the Firm.



# PROFESSIONAL DESIGN FIRM

## CHANGE OF SERVICES REQUEST

<b>1. PROFESSIONAL DESIGN FIRM NAME</b>		<b>2. FIRM LICENSE NUMBER XXX-XXXXXX</b>	
<b>3. FIRM MAILING ADDRESS</b>			
STREET	CITY	STATE/PROVINCE	POSTAL CODE
<b>4. FIRM E-MAIL ADDRESS (required)</b>		<b>5. FIRM TELEPHONE NUMBER</b>	
<b>6. EXPLAIN THE REASON FOR THE CHANGE IN SERVICES OFFERED</b>			
<b>7. IF REMOVING SERVICES, CHECK PROFESSION(S) TO BE REMOVED BELOW</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ARCHITECTURE	LAND SURVEYING	PROFESSIONAL ENGINEERING	STRUCTURAL ENGINEERING
<b>COMPLETE THE FOLLOWING ONLY IF ADDING SERVICES</b>			
<b>8. CHECK PROFESSION(S) TO BE ADDED BELOW</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ARCHITECTURE	LAND SURVEYING	PROFESSIONAL ENGINEERING	STRUCTURAL ENGINEERING
<b>9. LICENSE NUMBER OF NEW MANAGING AGENT XXX-XXXXXX</b>	<b>12. LICENSE NUMBER OF NEW MANAGING AGENT XXX-XXXXXX</b>	<b>15. LICENSE NUMBER OF NEW MANAGING AGENT XXX-XXXXXX</b>	
<b>10. NAME AS IT APPEARS ON LICENSE</b>	<b>13. NAME AS IT APPEARS ON LICENSE</b>	<b>16. NAME AS IT APPEARS ON LICENSE</b>	
<b>11. ILLINOIS INK SEAL AND SIGNATURE OF NEW MANAGING AGENT</b>	<b>14. ILLINOIS INK SEAL AND SIGNATURE OF NEW MANAGING AGENT</b>	<b>17. ILLINOIS INK SEAL AND SIGNATURE OF NEW MANAGING AGENT</b>	
Seal	Seal	Seal	
_____	_____	_____	
Signature	Signature	Signature	

## **SAMPLE PURPOSE CLAUSES**

1. To practice Land Surveying; provided that the managing agent in charge of the land surveying activities in Illinois is a Licensed Land Surveyor, licensed pursuant to the Illinois Land Surveying Practice Act.
2. To practice Professional Engineering; provided that the managing agent in charge of the professional engineering activities in this State is a licensed professional engineer, licensed pursuant to the Illinois Professional Engineering Practice Act.
3. To practice Structural Engineering; provided that the managing agent in charge of the structural engineering activities in this State is a licensed structural engineer, licensed pursuant to the Illinois Structural Engineering Practice Act.
4. To practice Architecture; provided that 2/3rds of the (Board of Directors/Members/Partners) are licensed design professionals and the managing agent in charge of the architectural activities in this State is a (Director/Member/Partner) and is a licensed architect, licensed pursuant to the Illinois Architecture Practice Act.

## **SAMPLE BOARD RESOLUTION**

THE FOLLOWING IS A SAMPLE RESOLUTION OF THE BOARD OF DIRECTORS/MEMBERS/PARTNERS WITH THE DATA FILLED IN AS APPLICABLE.

If the firm's practice includes architecture, the design professional designated as the managing agent for architecture must be a member of the board of directors, full partner, or member of LLC or LLP. The corporate resolution should include the managing agents Member/Director/Partner information as well.

The corporate resolution must be an original.

A statement must be made for each managing agent/professionion.

### RESOLUTION

The (Board of Directors/Members/Partners) of (Name of Firm), designates (Name of design professional) who is licensed in Illinois as a/an (Professionion), (License number), (Member of Board of Directors/Members/Partners – for Architects ONLY) and full time employee, as the managing agent in charge of all the (Professionion) activities in Illinois.

\_\_\_\_\_ (DATE)

\_\_\_\_\_ (DATE)

\_\_\_\_\_ (DATE)

**Mail your completed form and supporting documents to:**

Illinois Department of Financial and Professional Regulation  
Design/3rd FL 320 W Washington St  
Springfield, Illinois 62786

**Questions:**

Phone 800.560.6420  
Email: [FPR.DesignUnit@illinois.gov](mailto:FPR.DesignUnit@illinois.gov)