STATE OF ARIZONA
BOARD OF TECHNICAL REGISTRATION
1110 W. Washington St., Suite 240, Phoenix, Arizona 85007, (602) 364-4930 FAX: (602) 364-4931 https://btr.az.gov

ANNUAL FIRM REGISTRATION

REGISTRATION FEE $50.00
No Fee for Changes to Current Firm Registration

(Do Not Use For Branch Office Registration)
(Pursuant to A.R.S. § 32-141)

PLEASE TYPE OR PRINT LEGIBLY

Firm Registration # _____
New Firms will be issued a number

Expiration Date _____

Firm Name: _____
Address: _____
_____
City State Zip

Phone _____

Email: _____

If Name, Address, or Phone have changed, fill in below

Business Name: _____
Address: _____
(Address): _____
_____ (____)_____
City, State Zip Phone

☐ Annual Registration ☐ Business Name Change ☐ Change in Principal
☐ New Registration ☐ Change in Services Offered ☐ Address/Phone Change

CATEGORY OF PROFESSIONAL SERVICES OFFERED:

☐ Architecture ☐ Assaying ☐ Certified Remediation Specialist ☐ Geology
☐ Home Inspection ☐ Landscape Architecture ☐ Surveying

Engineering: (**Services Offered for Branches of Engineering only)**

☐ Agricultural ☐ Architecture ☐ Chemical ☐ Civil ☐ Control Systems
☐ Electrical ☐ Environmental ☐ Fire Protection ☐ Geological ☐ Industrial ☐ Mechanical
☐ Metallurgical ☐ Mining ☐ Nuclear ☐ Petroleum ☐ Sanitary ☐ Structural

Provide the names, Arizona registration number(s), and signature(s) of the Registrant(s) in RESPONSIBLE CHARGE. Each firm must register annually and must have a principal registrant who has the authority and responsibility for professional services of that firm.

Only one Principal Registrant per Category or Branch of Engineering.

Principal Registrant's Name _____ **AZ Reg. #** _____
Registration Category and/or Branch _____
REQUIRED Signature of AZ Registrant _____ **Date** _____

Principal Registrant's Name _____ **AZ Reg. #** _____
Registration Category and/or Branch _____
REQUIRED Signature of AZ Registrant _____ **Date** _____

Principal Registrant's Name _____ **AZ Reg. #** _____
Registration Category and/or Branch _____
REQUIRED Signature of AZ Registrant _____ **Date** _____

Principal Registrant's Name _____ **AZ Reg. #** _____
Registration Category and/or Branch _____
REQUIRED Signature of AZ Registrant _____ **Date** _____

NOTICE

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

INSTRUCTIONS FOR FIRM REGISTRATION

Please, fill the form out completely.

This form should be used for annual firm registration, change in the firm name, address, or services offered; or for change(s) in the principal registrant(s). The Board must be notified of any of these changes using the Annual Firm Registration form, within 30 days of their occurrence. There is no fee required for changes to a current registration.
Do not list non-registrant employees or individuals that are not registered in the State of Arizona.
Firm registration applications are filed annually. The fee is $50.00 per year.
Individual registrants must notify the Board separately to change their professional registration or certification address.

PLEASE NOTE:

- "Firm" means any individual or partnership, corporation or other type of association, including the association of a non-registrant and a registrant who offers to the public professional services regulated by the Board.

- "Principal", for the purpose of firm registration compliance, means an individual who is an officer of the corporation **or** is designated by a firm as having full authority and responsible charge of the professional services offered by the firm in the registrant's practice category.
  One, and only one, principal registrant is allowed on a registration form for each category of service (or branch of Engineering) offered to the public.
  Engineering Firms – Please see Rules R4-30-221 and R4-30-301 for guidance. Engineering firms may list an engineer as a responsible registrant in each branch of engineering services offered.

A.R.S. § 32-141. Firm Registration

A. A firm shall not engage in the practice of any Board regulated profession or occupation unless the firm is registered with the Board and the professional services are conducted under the full authority and responsible charge of a principal of the firm, who is also a registrant.

B. A person shall file a registration application for each branch office that is located in this state and that is of a firm registered with the Board. The branch office application shall list a designated registrant having full authority and responsible charge of the professional services of that branch office. The designated registrant in a branch office need not be a principal of the firm.

C. A firm wishing to offer professional services in this state shall file with the Board an application for registration on a form provided by the Board and accompanied by the appropriate application fee as prescribed by the Board. Firms shall also identify responsible registrants by the registrant's registration certificate number. Each firm shall list a description of the services the firm is offering to the public. The Board shall be notified in writing within thirty days of any change occurring in the registered principals, or any change in the firm's name or address or any change in a branch office address or designated registrant. A new application shall be filed each year by the firm within thirty days of the anniversary date of the original firm registration.

D. No firm may advertise its ability to perform home inspections by home inspectors certified pursuant to this chapter unless each home inspection is performed by a home inspector certified pursuant to this chapter and each home inspection report is prepared as a result of the inspector's on-site observation.

E. A drug laboratory site remediation firm shall provide both of the following:

- The name of the on-site supervisor who is authorized and responsible for the services being offered.

- Proof that the firm is licensed by the Registrar of Contractors.

(Statutes of the Registrar: Title 32, Chapter 10)