

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:
 - 1. The name of the on-site supervisor who is authorized and responsible for the services being offered.
 - 2. Proof that the firm is licensed by the Registrar of Contractors pursuant to Chapter 10 of this Title.

PLEASE NOTE:

- **This registration only identifies a branch office location and designates the person having responsible charge of the firm's branch office. It does not affect any requirements of the firm to comply with the Corporation Commission, Secretary of State, or any other government agency regulations.**
- **Do not list nonregistrant employees or individuals that are not registered in the State of Arizona. This form should be used for branch office registration, change in the branch office name, address, services offered by the branch office, or change in designated registrant. The Board must be notified of any of these changes using the Application/Statement within 30 days of their occurrence. There is no fee required for changes to a current registration. Individual registrants must notify the Board separately to change their professional registration or certification address.**
- **Engineering Firms - Please see Rules R4-30-221 and R4-30-301 for guidance. Engineering firms may list an engineer as a designated registrant in each branch of engineering services offered.**
- **"Designated Registrant" means the registrant having full authority and responsible charge of the professional services of the firm's branch office. *This registrant does not have to be a principal of the firm.* Designated registrants should notify the Board if their status as a designated registrant changes or if they are no longer employed by the firm.**
- **"Firm" means any individual or partnership, corporation or other type of association, including the association of a nonregistrant 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.**



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 BRANCH OFFICE REGISTRATION

REGISTRATION FEE \$50.00 (Do Not Use For Main Office Registration)

No Fee for Changes to Current Branch Registration (Pursuant to A.R.S. § 32-141)

PLEASE TYPE OR PRINT LEGIBLY

Please Confirm Main Office Registration #

Branch Office Registration #

Expiration Date

New Branch will be issued a number

Branch Name:

Address:

City State Zip

Phone

Email:

If Name, Address, or Phone has changed, fill in below
Branch Name:
Address:
(Address):
City, State Zip Phone

- Annual Registration, Business Name Change, Change in Designated Registrant, New Registration, Change in Services Offered, Address/Phone Change

CATEGORY OF PROFESSIONAL SERVICES OFFERED:

- Architecture, Home Inspection, Landscape Architecture, Geology, 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.

Registration form with columns for Principal Registrant's Name, AZ Reg. #, Registration Category and/or Branch, and 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. 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."