



## PROFESSIONAL FIRM REGISTRATION APPLICATION INSTRUCTIONS

For initial application only. For renewals, see [Professional Firm Registration Renewal](#).

The Board's statutes, section 326.14, states that, "A corporation, partnership or other firm may engage in work of an architectural or engineering character, in land surveying, in landscape architecture, or in geoscience, or use the title of certified interior designer in this state, provided the person or persons connected with such corporation, partnership or other firm in responsible charge of such work is or are licensed or certified as herein required for the practice of architecture, engineering, land surveying, landscape architecture, and geoscience, and use of the title of certified interior designer."

You will need to contact the Minnesota Secretary of State to determine whether and how to register your firm in Minnesota. If, when you register with the Minnesota Secretary of State, you make the election under Minnesota Statutes, Chapter 319B, you will also need to register your professional firm with this Board.

- Minnesota Firms: see [MN Statute 319B.03](#)
- Foreign Firms: see [MN Statute 319B.04](#)

Questions on how to make the election described above should be directed to the [Minnesota Secretary of State](#).

### Application Steps

If your company has elected to become a Professional Firm under MN Statute 319B and has completed that process with the Secretary of State, you need to register with the Board by providing the following (all items are **required**):

1. This application form, signed by an individual who
  - holds a current license/certificate from the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design, **and**
  - is an owner or employee of the professional firm.

[Question 3](#) on the application requires you to provide a list of owners and those with governance authority for the firm. If necessary, attach a separate sheet containing the information noted in Question 3.

"Governance authority" means the authority and responsibility to: (1) determine important policies for a professional firm; (2) superintend the professional firm's overall operations; and (3) maintain general, active management of and ultimate control over all matters involving professional judgment. ([MN Statute 319B.02.9](#))

2. A copy of your Articles of Incorporation (for Minnesota firms) or Certificate of Authority (for foreign firms). **IMPORTANT:** Include bordered page (signed by the Secretary of State) and also detail page (notes your "Professional Status"/319B election) received as part of your filing with the [Minnesota Secretary of State](#).
3. **\$100.00** filing fee (Make the check or money order payable to the "MN Board of AELSLAGID").

Mail the application, document described in step 2, and your check to the address at the top of this form. If you have questions, please call the Board office at 651-296-2388.

**Note: Registrations expire December 31 each year regardless of when issued.**

#### NOTICE OF COLLECTION OF PRIVATE DATA

In accordance with the Minnesota Government Data Practices Act (Minnesota Statutes §13.04, Subd. 2), the Board is required to inform you of your rights as they pertain to private data collected from you on this application for firm registration. The data you furnish on the application will be used by the Board to assess your firm's qualifications for registration. You are not legally required to provide this data; however, if you fail to do so, the Board may be unable to approve your application.

Pursuant to Minnesota Statutes §13.41, Subd. 2 (2024), all application data, except name and designated address, are private data until registration is granted. When registration is granted, all data become public record.

The Board will not share your private data with other persons or agencies unless it is required by law.



FOR BOARD USE ONLY
LCS ID # _____

FOR BOARD USE ONLY
Date Certificate Issued _____
Reg Fee \$ _____

## PROFESSIONAL FIRM REGISTRATION APPLICATION

Firms may elect to become a professional firm under [MN Statute 319B](#)

**Filing Fee: \$100**

Enclose check payable to MN Board of AELSLAGID

**Note:** Registrations expire December 31 each year regardless of when issued.

### 1. Contact Information

Firm Name \_\_\_\_\_  
(Legal name of entity as registered with the Minnesota Secretary of State)

Street Address \_\_\_\_\_  
(No PO boxes)

City \_\_\_\_\_

State/Province \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Contact Name\* \_\_\_\_\_ Phone # \_\_\_\_\_  
(First) (Middle) (Last) (Suffix)

\*Person who should receive all correspondence or phone calls from the Board.

### 2. Firm Type (Check ONE)

**Minnesota Firm**  
 A copy of the [Articles of Incorporation](#) filed with the Minnesota Secretary of State is enclosed.

**Foreign Firm**  
 A copy of the [Certificate of Authority](#) from the Minnesota Secretary of State is enclosed.

**IMPORTANT:** Include bordered page (signed by the Secretary of State) and also detail page (notes your "Professional Status"/319B election).

### 3. List of Owners/Those with Governance Authority (Attach a separate sheet if necessary)

Name	Address	Position/Job Title	MN License/Certificate # (if applicable)

**4. Required Statement**  All employees, agents, and independent contractors furnishing professional services within Minnesota on behalf of the firm are either a Minnesota licensee/certificate holder or working under one who is in responsible charge.

**5. Signature:** I swear or affirm that I have read the foregoing application and that the statements are true and complete. If signing electronically, I agree that my electronic signature shall constitute the execution of this document in exactly the same manner as if I had signed by hand. I have the authority to sign for my firm. I hold a current license with this Board.

Printed Name of <b>MN Licensed</b> Owner or Employee	<b>REQUIRED</b> ▶ MN License/Certificate #
Signature of <b>MN Licensed</b> Owner or Employee	Date