



Reinstatement Request for ND License

Please be advised that the procedure for reinstatement must include the following:

- ✓ Respond to questions below.
- ✓ Complete reinstatement disclaimer.
- ✓ Mail this form along with a check for renewal fee of \$125 and penalty fee of \$100 to address below. Your check will not be cashed until your renewal is reviewed and approved by the Board.

Please respond to the following questions:

Print Name: _____ ND License Number: _____

Company: _____

Address: _____

City, State, Zip: _____ Email: _____

If your answer is "Yes" to any of the questions below, please e-mail (or mail) an explanation or supplemental documentation to stacy@bis.midco.net. Failure to answer any of the following questions is grounds for denial of your application for the registration/renewal of your license.

1. Since May 1st 2013, my registration has been revoked, suspended or denied in any jurisdiction. **Circle one: Yes No**
2. Since May 1st 2013, I have been arrested or convicted of a felony or misdemeanor involving fraud in any jurisdiction. **Circle one: Yes No**
3. Since May 1st 2013, I have entered into a stipulation or settlement agreement with a registration Board. **Circle one: Yes No**
4. Since May 1st 2013, I have been found by a court or registration Board to have violated the law in the conduct of my practice. **Circle one: Yes No**

I attest to being the license holder. I am not an agent or administrator acting on behalf of the license holder and I am personally completing this form. _____ Signature

The information must come from the license holder directly and not an agent or administrator acting on your behalf. The Board will review your request and explanation provided will notify you if further information is needed. Once approved, the Board will mail you your renewal as well as an updated ID card. Please be advised this process may take a few weeks.

This completed form and attached disclaimer should be mailed along with your fee of \$225 to the following address:

*ND State Board of Architecture
PO Box 7370
Bismarck, ND 58507*

Anything mailed should only be sent to the PO Box listed above through the US Postal Service. Because we do not have a physical address, FedEx or UPS shipments will be undeliverable.

Signature: _____ Date: _____