

## CERTIFICATE APPLICATION FORM

Please complete the form using block capitals, and return it to the Registrar along with your payment.

Fees are taken at the point of submission. Please note that a scrutiny fee of £20.00 will apply in the event that you request a certificate which cannot be issued (e.g. If you request European certification and you do not have evidence of European citizenship or an enforceable community right). Applications take up to 10 working days to process.

### 1. Personal Details

Surname:

Forename(s):

Registration No:  
(if applicable)

Title:  Mr  Mrs  Miss  Ms Other

Date of birth:

Nationality:

Place of birth:

### 2. Nationality/Citizenship

Proof of Identity: Please provide proof of your identity. This requirement can generally be fulfilled by providing a copy of your passport, national identity card or biometric residence permit etc.

### 3. Address for certificate to be sent to

Practice name (if applicable)/Address:

Town:

County/State:

Country:

Postcode:

Home Tel No:

Work Tel No:

Email:

Private Email:

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Type of certificate we are able to issue (please click the relevant box).

**EU Certificate** (*UK-qualified up to and including Part 2 level*)

These certificates are only available to EEA citizens or those who have other enforceable EU rights: e.g. the spouse of an EEA national. This will confirm that you hold qualifications which meet the minimum standards for automatic recognition of qualifications as set out in Article 46 of Directive 2005/36/EC. Typically this will permit another EEA country to recognise your qualifications as equivalent to their own national qualifications at the same level and, if applicable, access to its final qualifying examinations etc.

**EU Registered Certificate** (*UK-qualified up to and including Part 3 level*)

These certificates are only available to EEA citizens or those who have other enforceable EU rights: e.g. the spouse of an EEA national. This will confirm that you hold qualifications which meet the minimum standards for automatic recognition of qualifications as set out in Article 46 of Directive 2005/36/EC, and that you have secured the UK 'accompanying certificate' of Part 3, as required under Annex V (5.7.1) of the Directive. Typically, this should enable another EEA state to recognise your qualifications for access to the profession of architect without any further compensation measures.

**Section 5 or 4(2A) Certificate**

These certificates are only available to EEA citizens or those who have other enforceable EU rights: e.g. the spouse of an EEA national. This will confirm that you hold qualifications issued by another relevant EEA country, which enabled you to register with the Board. If you registered prior to 20 June 2008, the certificate will also confirm that you satisfied the practical training requirement then necessary under Article 23.2 of Directive 85/384/EEC. If you registered after 20 June 2008, the certificate will confirm that you satisfied your home state's requirements for access to the profession of architect. Typically these certificates are used by EEA citizens when returning to or providing services in another EEA country.

**General Certificate** (*UK-qualified up to and including Part 3 level*)

These certificates are available to all registered architects and do not have a nationality requirement applied. This will confirm that you hold qualifications which are prescribed by the Board or have been assessed as equivalent under Section 4(1) of the Architects Act 1997. Typically, these are used when travelling to non-European countries, or where summary details of Part 1, Part 2 and Part 3 qualifications are helpful.

## Other Certificates

*If you have registered a number of years ago through arrangements which are no longer in operation, we will be able to issue confirmation under the relevant legislation which was in force at the time of application. Please give us a call or contact us by email at [info@arb.org.uk](mailto:info@arb.org.uk) if you would like to know more.*

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## Fees

(a) For a certificate

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<b>Provision of a certificate</b>	<b>£40.00</b>
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If you have any queries about your application, please call us on +44 (0)20 7580 5861, or email us at [info@arb.org.uk](mailto:info@arb.org.uk). Please note that a scrutiny fee of £20.00 will apply if your request for a certificate is not successful.

## Making your payment

1. By credit or debit card

We accept payment by MasterCard, Debit MasterCard, Visa Credit, Visa Debit, Visa Electron, Maestro and JCB.

**Please provide your contact number so that we can call you to take payment** \_\_\_\_\_

2. Online banking

The details for paying by bank transfer are:

\_\_\_\_\_  
Natwest Plc / Sort Code / 60-09-15

\_\_\_\_\_  
Account Number / 36172618

\_\_\_\_\_  
Please use your full name as the reference.

For payments from overseas, you will need to use this code:  
IBAN: GB33 NWBK 6009 1536 1726 18

Please ensure that all costs are for sender. Your application may be delayed if we do not receive the full amount due.

3. By cheque

Payments must be in UK Sterling and made payable to 'Architects Registration Board'. Please remember to write your name on the reverse of your cheque.

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## Checklist

I have enclosed the following:

- Proof of Identity**  
Failure to include these items may delay your application
- Marriage certificate, civil partnership certificate**  
Only if name differs from that on Part 1, Part 2 and Part 3
- Copies of Part 1 and Part 2 Qualification certificates**
- Copy of Part 3 Qualification certificate (if applicable)**
- Payment**

## Acknowledgement

Signature

Date

