

Change Request Form

1. Date:

2. Purpose of Revision (please check one):

Changing the legal name of the entity. (Please fill out steps 3 & 4.)

Adding or deleting Professionals of Record. (Please fill out page 2.)

3. Current Legal Entity Name:

4. New Legal Entity Name:

5. Federal Tax ID # (if different from original, you must complete a new firm application):

6. Type of Entity (please check one):

LLC, LLP, PLLC, PLLP—Manager, Member

Partnership—Partner

Limited Partnership—General Partner

Corporation, ESOP, Sole Proprietorship—Director, Officer,
Shareholder, ESOP, Principal

Association—Corporation, LLC, LLP, Individuals

Joint Venture—Two of the Above

Signature of Firm's Current Primary Professional of Record

Date



220 N.E. 28th Street, Suite 150
Oklahoma City, OK 73105
T: (405) 949-2383
E: okla@boardofarch.ok.gov

Professional of Record Change Request Form

7. List Name of Firm's **New** Primary Professional of Record and Legal Position in Firm (if changing):

Professional of Record (please check one):

A. Addition Deletion

B. Name of Professional of Record:

C. Oklahoma License Number:

D. City & State of Office Location:

E. Legal Position in Firm:

Professional of Record must hold a legal position in the type of entity selected in step 6, and may not be an employee only.

F. This person will be the Primary Professional of Record: Yes No

Professional of Record (please check one):

A. Addition Deletion

B. Name of Professional of Record:

C. Oklahoma License Number:

D. City & State of Office Location:

E. Legal Position in Firm:

Professional of Record must hold a legal position in the type of entity selected in step 6, and may not be an employee only.

F. This person will be the Primary Professional of Record: Yes No

Professional of Record (please check one):

A. Addition Deletion

B. Name of Professional of Record:

C. Oklahoma License Number:

D. City & State of Office Location:

E. Legal Position in Firm:

Professional of Record must hold a legal position in the type of entity selected in step 6, and may not be an employee only.

F. This person will be the Primary Professional of Record: Yes No