

CERTIFICATE APPLICATION FORM



Architects Registration Board
8 Weymouth Street
London
W1W 5BU

+44 (0)20 7580 5861
info@arb.org.uk
www.arb.org.uk
@archreguk

Please complete the form using block capitals, and return it to the Registrar by email 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 a relevant qualification). Applications take up to 10 working days to process.

Please return completed forms to info@arb.org.uk

1. Personal Details

Surname

Forename/s

Registration no.
(if applicable)

Title Mr Mrs Miss Ms Other

Date of birth

Nationality

Place of birth

2. NCARB Record no. (complete this section for NCARB MRA Certificate only)

NCARB Record
no.

Tick to confirm you have paid NCARB's fee of \$3500
for establishing the Record. We cannot process your
certificate application before you have done this.

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

4. 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.

Type of certificate we are able to issue (please tick the relevant box):

EU Certificate

UK-qualified up to and including Part 2 level

This will confirm that you hold qualifications that were prior to the 1 January 2021 referred to in the United Kingdom formal list of qualifications at Annex V of Directive 2005/36/EC and were the object of mutual recognition by the EU Member States. 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

This will confirm that you hold qualifications that were prior to the 1 January 2021 referred to in the United Kingdom formal list of qualifications at Annex V of Directive 2005/36/EC and were the object of mutual recognition by the EU Member States. It will also confirm that you have secured the UK 'accompanying certificate' of Part 3. 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

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 an EEA country.

General Certificate

UK-qualified up to and including Part 3 level

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.

Type of certificate we are able to issue (please tick the relevant box):

Certificate for NCARB MRA

UK-registered, based on ARB prescribed Part 1, Part 2, and Part 3 qualifications

This will confirm that you hold ARB prescribed qualifications which met the NCARB-ARB Mutual Recognition Agreement requirements, and are registered with ARB. This will enable you to apply for an NCARB certificate to take to participating US jurisdictional registration boards. Please note that we require an NCARB Record number to be provided before we are able to issue an NCARB Certificate.

If applying for an NCARB MRA certificate, please confirm:

- Date of payment of \$3500 fee to NCARB for the establishment of an NCARB record number
- That you have included proof of payment of the fee to establish an NCARB record number with this application

Please do not apply for the NCARB MRA Certificate unless you can provide this evidence that the NCARB record number fee has been paid.

Certificate for AACA/NZRAB MRA

UK-registered, based on ARB prescribed Part 1, Part 2, and Part 3 qualifications

This will confirm that you hold ARB prescribed qualifications which met the ARB, AACA and NZRAB Mutual Recognition Agreement requirements, and are registered with ARB. This will enable you to apply through the mutual recognition routes operated by AACA and NZRAB.

I am making an application to AACA NZRAB [please tick*]

Certificate for AACA/NZRAB MRA

UK-qualified, up to and including Part 2 level

This will confirm that you hold ARB prescribed qualifications which are the object of mutual recognition by ARB, AACA and NZRAB. This will permit the recognition of your qualifications for the purpose of completing the registration requirements in Australia or New Zealand respectively.

I am making an application to AACA NZRAB [please tick*]

**Please note that if you require certificates to be issued to both AACA and NZRAB, you must order two certificates.*

Fees

(a) For a certificate

Provision of a certificate	£120.00
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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. Please note that a scrutiny fee of £20.00 will apply if your request for a certificate is not successful.

Making your payment

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.

Please note we cannot accept payment by cash, cheque, banker's draft or postal order.

Checklist

You must provide copies of the documents listed below in support of your application for a certificate.

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/or Part 3

Copies of Part 1 and Part 2 Qualification certificates

Copy of Part 3 Qualification certificate

If applicable

Payment

By bank transfer. Please include your full name as reference

Please note:

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 if you would like to know more.

If you have had a disciplinary order made against you by the ARB Professional Conduct Committee, and you have received a reprimand; a penalty order; a suspension order; or an erasure order, this will be stated on your ARB certificate. It will then be for the receiving authority to determine to what extent the action will have further effect within their jurisdiction.

Acknowledgement

Signature

Date