

# KENTUCKY BOARD OF ARCHITECTS and Certified Interior Designers



## CHANGE OF ADDRESS FORM

### INSTRUCTIONS:

1. Complete the entire form and sign at the bottom of the page.
2. Mail the original document to Kentucky Board of Architects, 155 E. Main St., Suite 300, Lexington, KY 4050 or Email the form to [BOA.IRC@ky.gov](mailto:BOA.IRC@ky.gov)

Architect or CID's Name: \_\_\_\_\_  
Last First Middle Suffix

License No.: \_\_\_\_\_ Certificate No.: \_\_\_\_\_ CID Last 4 Digits of Your S.S. No.: \_\_\_\_\_

THIS IS A CHANGE OF ADDRESS FOR: ☐ BUSINESS ☐ HOME ☐ BOTH

PREFERRED CONTACT LOCATION: ☐ Business ☐ Residential

BUSINESS: This is my **NEW** business address and contact information, if applicable

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cellular: \_\_\_\_\_

Website: \_\_\_\_\_ Email: \_\_\_\_\_

RESIDENCE: This is my **NEW** home address and contact information, if applicable

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cellular: \_\_\_\_\_ Email: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_ SIGNED BY: \_\_\_\_\_

*Licensee or Certificate Holder Only*

**NOTE:** In accordance with applicable Kentucky Statutes and Administrative Regulations it is the licensee's and/or certificate holder's responsibility to notify the Board office of any change of home and /or business addresses, telephone numbers, email addresses or employment within thirty (30) of the change. Failure to do so may result in an administrative fee to the individual.

**RETURN THE COMPLETED CHANGE OF ADDRESS FORM TO**

KENTUCKY BOARD OF ARCHITECTS, 155 EAST MAIN STREET, SUITE 300, LEXINGTON, KY 40507 or [BOA.IRC@ky.gov](mailto:BOA.IRC@ky.gov)