



PROFESSIONAL DESIGN FIRM

CHANGE OF SERVICES REQUEST

GENERAL INFORMATION:

- Do NOT use this form to apply for an INITIAL Professional Design Firm Registration.
- Do NOT use this form to change a managing agent for your Firm.
- The original form must be submitted and it must contain an original signature.
- A valid Business Email Address is required for renewal and department notice purposes.
- All supporting documents must be submitted at the same time as your fully completed form.
- An individual may be a Managing Agent for only ONE firm at a given time.
- The new Managing Agent must be licensed in Illinois for the profession(s) he/she is being appointed for.
- **It is a violation of each Design Profession Act to solicit or provide services if the firm is not authorized to offer that type of work.**
- Each registered Professional Design Firm must be authorized by this Department to provide specific types of work in Illinois, namely **architecture, professional engineering, structural engineering and/or land surveying.**
- Once your request has been completed, your Firm will receive an email from the Department with instructions on how to download your new Design Firm Registration.
- Please contact the Department at **800.560.6420** for assistance.

ADDING SERVICES:

To add additional professional services to your Firm, complete the following:

1. Complete numbers 1 through 11 of the Change of Services Form. If adding multiple Managing Agents, complete numbers 12 through 17 on the form.
 2. Submit a copy of the filed (accepted) amended purpose clause information from the Illinois Secretary of State's office. (Sample wording on page 3).
 3. Submit a Board Resolution appointing a Managing Agent in charge of the profession(s) being added who is licensed in Illinois and is a full-time employee of the firm. If adding Architecture, that individual must be a Director/Member/Partner of the firm and the firm must meet the 2/3rds requirements of the Act and submit a listing of the Directors/Members/Partners and their active license number (either in Illinois or in another jurisdiction) of each individual. (Sample wording on page 3).
- ◆ If adding Architecture, the Firm must provide a list of any Illinois office locations at which the Firm provides architectural services. In addition, the Firm must have a **resident architect** overseeing the architectural practices in **each Illinois office location** in which architectural services are provided. The Firm must list all Assumed Names to be used in Illinois by the business.
 - ◆ If adding Land Surveying, the Firm must provide a list of any Illinois office locations at which the Firm provides land surveying services. In addition, the Firm must have an Illinois licensed **resident land surveyor** overseeing the land surveying activities in **each Illinois office location** in which land surveying services are provided.

REMOVING SERVICES:

To remove professional services from your Firm, complete the following:

1. Complete numbers 1 through 7 of the Change of Services Form.
2. Submit a screenshot copy of your Firm's website services page showing that you are no longer offering said profession services in Illinois. This can be accomplished by adding a disclaimer, "(profession) services are not currently offered in Illinois".
3. A written statement from the current Managing Agent for the services being removed that he/she is no longer acting as the Managing Agent for the (profession) services of the Firm.



PROFESSIONAL DESIGN FIRM

CHANGE OF SERVICES REQUEST

1. PROFESSIONAL DESIGN FIRM NAME		2. FIRM LICENSE NUMBER XXX-XXXXXX	
3. FIRM MAILING ADDRESS			
STREET	CITY	STATE/PROVINCE	POSTAL CODE
4. FIRM E-MAIL ADDRESS (required)		5. FIRM TELEPHONE NUMBER	
6. EXPLAIN THE REASON FOR THE CHANGE IN SERVICES OFFERED			
7. IF REMOVING SERVICES, CHECK PROFESSION(S) TO BE REMOVED BELOW			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ARCHITECTURE	LAND SURVEYING	PROFESSIONAL ENGINEERING	STRUCTURAL ENGINEERING
COMPLETE THE FOLLOWING ONLY IF ADDING SERVICES			
8. CHECK PROFESSION(S) TO BE ADDED BELOW			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ARCHITECTURE	LAND SURVEYING	PROFESSIONAL ENGINEERING	STRUCTURAL ENGINEERING
9. LICENSE NUMBER OF NEW MANAGING AGENT XXX-XXXXXX	12. LICENSE NUMBER OF NEW MANAGING AGENT XXX-XXXXXX	15. LICENSE NUMBER OF NEW MANAGING AGENT XXX-XXXXXX	
10. NAME AS IT APPEARS ON LICENSE	13. NAME AS IT APPEARS ON LICENSE	16. NAME AS IT APPEARS ON LICENSE	
11. ILLINOIS INK SEAL AND SIGNATURE OF NEW MANAGING AGENT	14. ILLINOIS INK SEAL AND SIGNATURE OF NEW MANAGING AGENT	17. ILLINOIS INK SEAL AND SIGNATURE OF NEW MANAGING AGENT	
Seal	Seal	Seal	
_____	_____	_____	
Signature	Signature	Signature	

SAMPLE PURPOSE CLAUSES

1. To practice Land Surveying; provided that the managing agent in charge of the land surveying activities in Illinois is a Licensed Land Surveyor, licensed pursuant to the Illinois Land Surveying Practice Act.
2. To practice Professional Engineering; provided that the managing agent in charge of the professional engineering activities in this State is a licensed professional engineer, licensed pursuant to the Illinois Professional Engineering Practice Act.
3. To practice Structural Engineering; provided that the managing agent in charge of the structural engineering activities in this State is a licensed structural engineer, licensed pursuant to the Illinois Structural Engineering Practice Act.
4. To practice Architecture; provided that 2/3rds of the (Board of Directors/Members/Partners) are licensed design professionals and the managing agent in charge of the architectural activities in this State is a (Director/Member/Partner) and is a licensed architect, licensed pursuant to the Illinois Architecture Practice Act.

SAMPLE BOARD RESOLUTION

THE FOLLOWING IS A SAMPLE RESOLUTION OF THE BOARD OF DIRECTORS/MEMBERS/PARTNERS WITH THE DATA FILLED IN AS APPLICABLE.

If the firm's practice includes architecture, the design professional designated as the managing agent for architecture must be a member of the board of directors, full partner, or member of LLC or LLP. The corporate resolution should include the managing agents Member/Director/Partner information as well.

The corporate resolution must be an original.

A statement must be made for each managing agent/profession.

RESOLUTION

The (Board of Directors/Members/Partners) of (Name of Firm), designates (Name of design professional) who is licensed in Illinois as a/an (Profession), (License number), (Member of Board of Directors/Members/Partners – for Architects ONLY) and full time employee, as the managing agent in charge of all the (Profession) activities in Illinois.

_____ (DATE)

_____ (DATE)

_____ (DATE)

Mail your completed form and supporting documents to:

Illinois Department of Financial and Professional Regulation
Design/3rd FL 320 W Washington St
Springfield, Illinois 62786

Questions:

Phone 800.560.6420
Email: FPR.DesignUnit@illinois.gov