



REGISTRATION OR RE-REGISTRATION APPLICATION FORM ORDRE DES ARCHITECTES DE

.....

ID photo

Conseil Régional use only

CROA N°	Regional Registration N°	National Registration N°

Completed submitted received _____
Application receipt issued _____
CROA decision application approved _____
 application refused _____
Reasons: _____

1. Applicant details

Mr Mrs/Miss/Ms Other

Surname at birth _____ Surname _____
Forename _____ Other forenames _____
Date of birth _____ at _____ Department _____
Country of birth _____ Nationality _____

2. Degree/Qualifications

Degree _____ Degree abbreviation _____
Date degree conferred _____ Country _____
Date when authorised to practice as an architect _____
Other documents (Annex V article 5.7 of EU Directive 2005/36) _____
Date awarded _____

French/European Union/European Economic Area nationals

- You have a French/European Union/European Economic Area Member Country or Swiss degree, diploma or other architectural qualification recognised in France.
- You are qualified as an architect by ministerial decision under the provisions of clause 10-2 or 10-3 or 10-4 of Architecture Act 1977
Date of ministerial decision _____
- You are registered as an agréé(e) en architecture under clause 37 of Architecture Act 1977
Decision date _____
- You have an application receipt (clause 37 of Architecture Act 1977) and apply for re-registration

Non-nationals of a European Union or European Economic Area Member State

- Pursuant to clause 11 of Architecture Act 1977, you benefit from a reciprocity convention or an international agreement between your country and France
- Pursuant to clause 15 of Decree No. 2009-1490, you are authorised to practice in France by decision of the Ministry of Culture after consultation with the Ministry of Foreign Affairs
Ministry of Culture decision date _____

3. Forms of practice (clause 14 of Architecture Act 1977) authorising the use of title and to practice as an architect

Libéral (including auto entrepreneur, EIRL)

Partner in architecture company

Company name _____ National registration N° _____

Employee of an architect or architecture company (under provisions of clause 14 of Architecture Act 1977)

Employer identity _____ National registration N° _____

Employee of private sector consultancy that provides professional services exclusively on behalf of the State or local authorities in the fields of development and planning

(urban planning consultancies within the Fédération Nationale des Agences Nationales d'Urbanisme - FNAU).

Employer identity _____

Employee of a Société d'Intérêt Collectif Agricole d'Habitat Rural (SICAGR)

Employee of a natural person or company building for their own exclusive use

Employer identity _____

Civil servant or public employee performing professional services as an architect

Employer identity _____

4. Other activities that authorise the use of title but not to practice as an architect

Practice in a Conseils d'Architecture, d'Urbanisme et de l'Environnement (CAUE)

Civil servant or public employee not practicing as an architect

Employer identity _____

Practice as an individual or partnership of another activity related to architecture (other than architect and commercial activity)

Type of activity _____

Practice as an employee of another activity related to architecture (other than commercial activity)

Warning: Not included in this category, employees of natural persons or privately held companies whose business is the finance, construction, renovation, sale or lease of property or the purchase or sale of land or construction materials and components.

Type of activity _____

Employer identity _____

Practice exclusively abroad or in French Overseas Collectivities is not subject to the provisions of Architecture Act 1977.

5. Private address

Address _____
Street _____
Known as _____
Postcode _____ Town _____ Country _____
Telephone _____ Fax _____
Email _____ Website _____

6. Business address (main address that will appear on the Ordre Register of Architects)

Practice, business name or employer identity _____
Address _____
Street _____
Known as _____
Postcode _____ Town _____ Country _____
Telephone _____ Fax _____
Email _____ Website _____

7. Postal address (address where all correspondence from the Ordre to be sent)

- business address private address

8. Re-registration

Conseil Régional where registered? _____
Registration date _____ National registration number _____
Reason for removal from Register: Resignation
Administrative removal (for architects removed for lack of PI insurance, re-
 registration is subject to the subscription of professional indemnity insurance
that covers past liability)
 Disciplinary sanction
Removal date _____

9. Other information

10. Conflict of interest statement

Pursuant to clause 18 of Architecture Act 1977, prior to any professional engagement, the architect must declare to the Conseil Régional his/her personal or professional interests with all natural persons or companies whose business benefits directly or indirectly from construction.

Declare personal relationships (first or second degree ascendant/descendant or collateral personal relationships or spouse) with:

Mr

Mrs/Miss/Ms

Other

Surname/forename _____

Relationship _____

Company name _____

Company activity _____

Company address _____

Position _____

Other personal interests (same as above mentioned details)

Declare your professional interests (including participation in the management or administration or shares holding at least 1/10 of the capital of any company whose business benefits directly or indirectly from construction) with:

Company name _____

Company activity _____

Company address _____

Position

partner

manager

employee

other _____

Other professional interests (same as above mentioned details)

(if you have other interests to declare, please use a separate sheet to provide the same information as requested above)

11. Obligations related to Ordre registration

Registration with the Ordre des Architectes incurs the obligation for all architects to:

- ❖ Declare and justify to the Conseil Régional the forms of practice you have chosen or activities undertaken as well as any changes that occur in your professional activity
- ❖ Declare personal or professional interests that you may have with a natural person or company undertaking an activity that benefits directly or indirectly from construction subsequent to your registration
- ❖ Declare planning and development applications in her/his personal space on the website:
<https://www.architectes.org/user>
- ❖ Declare continuing professional development or additional training s/he undertakes in her/her personal space on the website: <https://www.architectes.org/user>
- ❖ Pay registration fee each year before 31st March

Obligations of architects practicing as libéral, partner or an employee of SICAHR

- ❖ Send to the Conseil Régional a professional indemnity insurance certificate in compliance with the standard model stipulated in the Decree of 15th July 2003:
 - first year, no later than 30 days after your registration
 - subsequent years, from 1st January but before 31st March of the current year

Pursuant to clause 16 of Architecture Act 1977, an architect (natural person or architecture company) whose liability may be incurred in respect of services performed on a professional basis (or by its employees) should be covered by insurance. A professional liability insurance certificate is required to be maintained on the Register of Architects.

Obligations of architects practicing the profession of architect as an employee or civil servant (clause 14 of Architecture Act 1977)

- ❖ Send to Conseil Régional a sworn statement declaring that the person is not personally liable
 - first year, no later than 30 days after your registration table
 - subsequent years, from 1st January but before 31st March of current year

Obligations of registered architects in other fields of activity that do not allow them to undertake architectural projects subject to planning applications

- ❖ Send to Conseil Régional a sworn statement whereby the person declares the nature of his/her activities and certifies not to undertake any architectural appointments and, if appropriate, professional services that may incur liability under clause 16 of Architecture Act 1977.
- ❖ For architects undertaking another activity related to architecture either as an individual or in partnership (outside of all commercial activities and all professional appointments) also to provide a personal insurance certificate that corresponds to activities undertaken.

Pursuant to clause 27 of 78-17 Act pertaining to data processing, files and individual liberties, the right to access and rectification can be exercised through the Conseil Régional de l'Ordre des Architectes where you are registered.

Copy by hand and sign the declaration here below

<p>I request registration with the Conseil Régional of the Ordre des Architectes de</p> <p>I hereby confirm information given in this application is correct.</p> <p>I undertake to respect all obligations incurred by my registration and to provide the Conseil Régional of the Ordre des Architectes, in due time, the documents necessary to confirm my professional activity.</p> <p>I authorise the Ordre des Architectes to conduct all necessary checks and undertake to inform the Conseil Régional of any changes in my situation (address, forms of practice, etc.).</p>
--

Date _____

Signature _____

Appendix 1: List of documents required for your application

For French citizens or nationals from Member States of the European Union or countries that benefit from reciprocity conventions or international agreements (Central African Republic, Congo, Gabon, Mali, Quebec, Togo).

1. Application form

2. ID photo (glue on application form)

3. Copy of degree

- French degree (together with HMONP if you are a State graduate) or European or foreign degree recognised in France (list available on www.architectes.org); or
- After obtaining qualification recognition under the provisions of clauses 10-2 or 10-3 or 10-4 of Architecture Act 1977.

4. Original police clearance certificate

You should provide Bulletin N° 3 dated less than three months (to be requested online www.cjn.justice.gouv.fr/b3/eje20 or in writing to Service du Casier Judiciaire National, 44079 Nantes Cedex 01) or equivalent document issued by your home country if you are resident in France for less than a year.

5. Copy of a valid identity document

Submit a birth certificate or civil status record or identity card or passport.

6. Copy of residence permit or refugee card (only for nationals of non-EU member countries that benefit from reciprocity conventions or international agreements)

7. Proof of business address

Provide either a rent receipt, an electricity or telephone bill that corresponds to the declared business address.

7. 300€ application fee

By check payable to Conseil Régional of the Ordre des Architectes (application fees cannot be refunded irrespective of the outcome of the application).

8. Documents that confirm your form of practice or your business activity

Documents listed in Appendix 2.

Note: All documents written in a foreign language must be accompanied by a translation in French, bearing the stamp of an official or sworn translator.

Appendix 1a: List of documents required for your application

Nationals of non-European Union Member States who do not benefit from reciprocity conventions or international agreements.

1. Application form

2. ID photo (glue on application form)

3. Copy of degree

- French degree (together with HMONP if you are State graduate or European or foreign degree recognised by the French State (list available on www.architectes.org)

You can only be registered subsequent to authorisation to practice from the Ministry of Culture.

4. Original police clearance certificate

You should provide Bulletin N° 3 dated less than three months (to be requested online www.cjn.justice.gouv.fr/b3/eje20 or in writing to Service du Casier Judiciaire National, 44079 Nantes Cedex 01) or equivalent document issued by your home country if you are resident in France for less than a year.

5. Copy of valid identity document

(copy of passport, naturalisation application if applicable)

6. Documents to confirm lawful residence in France

- Rent receipt or an electricity or telephone bill that corresponds to home address. If in lodgings, attach a signed statement by the host as evidence of address in his/her name.
- Copy of residence permit, if applicable

7.

Curriculum vitae

8. Cover

letter stating

motive of

applicant

9. Any document that confirms current professional activity

7. 300€ application fee

By check payable to Conseil Régional of the Ordre des Architectes (application fees cannot be refunded irrespective of the outcome of the application).

8. Documents that confirm your form of practice or your business activity

List of documents in Appendix 2.

Note: All documents written in a foreign language must be accompanied by a translation in French, bearing the stamp of an official or sworn translator.

Appendix 2: List of documents to confirm your form of practice or business activity

*You are
What
to provide
and when?* **Libéral** (including if you are auto entrepreneur or EIRL)

- Professional indemnity insurance certificate in compliance with clause 16 of Architecture Act 1977 within 30 days after registration, at the latest

*You are
What
to provide
and when?* **Partner of architecture company**

- If company is already registered: statutes of the company or minutes of the Annual General Meeting or transfer of shares certificate to be provided when submitting application
- If company is not yet registered: company registration application
- Company where you are partner, professional indemnity insurance certificate in compliance with clause 16 of Architecture Act 1977 within 30 days after registration

*You are
What
to provide
and when?* **Employee of architect or architecture company**

- Statement from your employer stating that you are employed as an architect
- Sworn statement indicating whether you practice exclusively or if you have several business activities
Submit with application

*You are
What
to provide
and when?* **Employee of SICAHR**

- Provide statement from your employer stating that you are employed as an architect when submitting application
- SICAHR professional indemnity assurance certificate in compliance with clause 16 of Architecture Act 1977 within 30 days after registration

*You are
What
to provide
and when?* **Employee of private consultancy that provides professional services exclusively on behalf of the State or local authority in the fields of development and planning**

- Statement from your employer stating that you are employed as an architect when submitting application
- Sworn statement to confirm you practice exclusively or if you have several business activities
Submit with application

*You are
What
to provide
and when?* Employee of a natural person or company who builds for his/her own exclusive use and does not provide professional services, finance, construction, renovation, sale or lease of buildings, purchase or sale of land, construction materials or components.

- Statement from your employer stating the nature of the business activity
- Sworn statement to confirm you practice exclusively or if you have several business activities
Submit with application

*You are
What
to provide* **Civil servant or public employee providing professional services**

- Statement from your employer stating the nature of the business activity
- Sworn statement to confirm you practice exclusively or if you have several business

and when? activities
Submit with application

Appendix 2: List of documents to confirm your form of practice or business activity.

You are **Architect undertaking other business activities related to architecture as single-owner**

*What
to provide
and when?*

or in partnership (other than commercial activities and all architectural appointments)

- Professional indemnity insurance certificate that corresponds to business activities undertaken
 - Sworn statement that confirms you do not perform any professional services that engage your professional liability under clause 16 of Architecture Act 1977
- Submit with application

*You are
What
to provide
and when?*

Architect practicing in a CAUE

- Statement from your employer that states the business activity undertaken
 - Sworn statement in which you declare the nature of your employment and certify not to perform any professional services requiring the mandatory use of an architect whether under the terms of your employment or under your own personal responsibility
- Submit with application

*You are
What
to provide
and when?*

Architect undertaking another business activity related to architecture exclusively as an employee (without any commercial activity)

- Sworn statement in which you declare the nature of your business activity and certify to not perform any professional services that require the mandatory use of an architect whether under the terms of your employment or under your own personal responsibility
- Submit with application

*You are
What
to provide
and when?*

Architect practicing exclusively abroad or in French Overseas Collectivity that is not subject to provisions of Architecture Act 1977.

- Sworn statement in which you certify not to perform or have performed professional services, whether remunerated or not, that engage your liability under clause 16 of Architecture Act 1977 in France or in French Overseas Collectivity.
- Submit with application

*You are
What
to provide
and when?*

Civil servant or public employee who does not provide architectural services

- Statement from your employer that states the business activity undertaken
 - Sworn statement that certifies you do not undertake any design and professional services neither on behalf of your employer nor personally
- Submit with application
-