Architect Inactive Renewal Form

**Status Change to Inactive:** See the web site at [http://www.tbae.texas.gov/Registrants/ChangeofStatus](http://www.tbae.texas.gov/Registrants/ChangeofStatus) for status change forms. You MAY NOT change your status by submitting this renewal form and it will delay your application to change to inactive status.

**Registered in more than one profession:** Please complete a separate renewal form for each profession. You may combine and pay the fees for both renewals on the same check. Pay the appropriate fee for your current registration status.

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**Pay the appropriate fee:**

<table>
<thead>
<tr>
<th>If Payment is Received:</th>
<th>Resident Fee (TX Address)</th>
<th>Non-Resident Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to expiration date</td>
<td>$25.00 + $3.00 AREFAF = $28.00</td>
<td>$125</td>
</tr>
<tr>
<td>1 – 90 days late</td>
<td>$37.50 + $3.00 AREFAF = $40.50</td>
<td>$187.50</td>
</tr>
<tr>
<td>91 days – 2 years late</td>
<td>$50.00 + $3.00 AREFAF = $53.00</td>
<td>$250</td>
</tr>
<tr>
<td>More than 2 years late</td>
<td>Cancelled by Operation of Law</td>
<td></td>
</tr>
</tbody>
</table>

**INCOMPLETE FORMS WILL BE RETURNED**

Both questions below must be answered and signed, and the requested information provided or your payment will be returned, your registration will not be renewed, and late payment penalties will apply.

1. **Criminal Convictions**  
   Required
   Have you been convicted of any crime, other than a minor traffic violation, that you have not reported to the Board?
   - [ ] No criminal conviction
   - [ ] Yes: Date of Conviction

2. **Signature**  
   Required
   I testify with my signature, under risk of sanction, that the information I have provided the Board is accurate. Additional documentation will be provided, if requested. Note: Providing false information to the Board is a direct violation of the Board Rules and is subject to enforcement action.

   ____________________________  
   Signature

   Expiration

   Payment Enclosed: $_________  
   for Registration Number: ________  
   Date: __________

   Name (please print)______________  
   E-mail

   Mailing address:__________________  
   Phone
   (all correspondence will be mailed to this address)

   City/State/Zip:___________________  
   Date__________________________

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Make Checks Payable and Mail to: TBAE, P.O. Box 12337, Austin, TX 78711
Renewal Information and Instructions

Renewal Requirements - If you do not renew your registration on or before the expiration date, you may not practice until your registration is brought into a current status. In accordance with the Texas Occupations Code, Subtitle B, Subchapters 1051, 1052 & 1053, a person whose registration has been expired for 1-90 days may renew the registration by paying to the Board a fee that is equal to 1½ times the renewal fee. A person whose registration has been expired for 91 to 365 days may renew by paying to the Board a fee that is equal to two times the renewal fee. Renewal and late fees accrue for each year. If your registration remains expired for two years or longer, you will not be able to renew it. You will be required to file a new application and comply with the current licensure rules, including re-examination. Renewal notices are sent to your current e-mail address of record. You are responsible for notifying the Board of each e-mail or mailing address change as it occurs, and failure to notify the Board of your address change is a violation of Board rules.

Student Loan Default is Grounds for Nonrenewal of Professional Registration - A licensing agency shall not renew the registration of a registrant whose name is on the list provided by Texas Guaranteed Student Loan Corporation unless the renewal is the first renewal following the agency's receipt of the list including the registrant’s name among those in default, or prior arrangements have been made with the loan corporation. A written notice issued by the loan corporation is required in order to reinstate registration.

Child Support Default is Grounds for Nonrenewal of Professional Registration – If the Board receives official notice that a registrant has failed to pay court ordered child support, the Board may be prohibited from renewing the registration.

AREFAF If you are an Active or InActive in-state resident, an additional $3 surcharge will appear on your renewal fee starting January 1, 2017. This is due to a recent Board decision to reinstate the charge in order to replenish the rapidly depleting ARE Financial Assistance Fund (sometimes known as the ARE "scholarship" or AREFAF), which is required by statute.

For additional information and updates regarding these requirements, please refer to our Web site at www.tbae.texas.gov, or contact our office at customerservice@tbae.texas.gov