



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
BOARD OF LANDSCAPE ARCHITECTURE

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VERIFICATION OF LANDSCAPE ARCHITECT IN CHARGE INFORMATION

INSTRUCTIONS

Use this form to report a change in affiliation of the **Delaware-licensed** Landscape Architect who has been designated as the professional in charge with direct supervision of the practice of landscape architecture on behalf of a business that holds a Delaware Certificate of Authorization.

Complete the information requested below to add or remove a landscape architect in charge. Complete only one change form per request type. You must upload each completed and signed form on the attachments page of the *Manage Affiliations* Service Request in DELPROS. **A person with knowledge of the business must complete, sign, and date the form.**

BUSINESS INFORMATION – *Required to be completed*

1. Business Name (*as it appears on Delaware license*): _____
2. Delaware Certificate of Authorization License Number: **SA** - _____

LANDSCAPE ARCHITECT INFORMATION – *Required to be completed*

Select Type of Request (check only one):

Add Landscape Architect In Charge Affiliation

Remove Landscape Architect In Charge Affiliation

1. Name of Landscape Architect In Charge: _____
First Name Last Name
2. Delaware Landscape Architect License Number: **S1** - _____

BUSINESS REPRESENTATIVE INFORMATION – *Required to be completed*

1. Printed Name of Person Completing Form on Behalf of Business: _____
2. Title/Position: _____
3. Do you understand that any change in the designated professional(s) in charge must be reported to the Board within 30 days of the change? Yes No

Signature: _____ **Date:** _____

UPLOAD THIS DOCUMENT TO THE SERVICE REQUEST IN DELPROS