North Carolina Board of Architecture & Registered Interior Designers
434 Fayetteville Street Suite 2005
Raleigh, NC 27601

2027 Registered Interior Designer Firm Renewal Form

Firm Name _____Firm Registration Number_____

Address_____

City _____ State _____ Zip _____

Phone Number _____Email _____Contact Person _____

- This form must be reviewed and certified by the firm CEO or other designated individual.
- ***It is highly recommended that you check individual registration status prior to certifying this document.*** To do so, go to the Registered Interior Designer section of www.ncbarch.org, select the link to confirm an individual Registered Interior Designer. The individual's registration should be ACTIVE to accurately certify the sections below.
- Return the signed form to the Board at the address above with the renewal fee of $125.00. Make check payable to "NCBA/RID".
- Renewal fee is due by December 31, 2026. Late fee: Additional $55 due January 1-31, 2027; $100 due February 1, 2027 and after.

CERTIFICATION - The undersigned officer of this firm, an existing Registered Interior Design entity, under the provisions of North Carolina General Statutes 55 or 57D, hereby applies for renewal of its certificate of firm registration. In support of this application for renewal, ***the undersigned certifies that:***

____(Initials) I certify that the firm is in good standing with the North Carolina Secretary of State.
____(Initials) I certify that at least one employee of the firm is registered to practice interior design in North Carolina (***It is recommended that you check individual registration status prior to certifying this section, see above.***)
____(Initials) No disciplinary action is pending against the firm or any of the North Carolina registrants in any other jurisdiction. If so, please attach explanation.
_____(Initials) The Board of Architecture & Registered Interior Designers shall be promptly notified of any change in personnel status or contact information.

Under penalties prescribed by law, I hereby affirm to the best of my knowledge and belief that the information contained in this form is true and complete.

Signature and Date Title Printed Name

Signature must be that of the CEO or person designated by firm resolution as a responsible officer in charge.

Note – If the firm offers both architectural and registered interior design services you must renew each service separately.