

Application for Registration in South Australia as an Architect (Individual)

Use of this form

This form is to be used by people who wish to apply for registration as an architect in South Australia and have passed the Architectural Practice Examination, but have never been registered in Australia or New Zealand. If you are currently registered in another Australian State or Territory, or in New Zealand, and now want to be registered in South Australia please use Form 02 – Application for Registration in South Australia under Mutual Recognition.

Checklist of Documents to be Enclosed:

- Certified copies of identification documents (1 Category A document plus 1 Category B or 2 Category C documents) (Refer Form 01 – Information Sheet)
- Certified copy or original of National Police Clearance (no more than 3 months old)
- Professional Indemnity Insurance
 - Certificate of Currency; **and/or**
 - Form 12** – Employer's Declaration and their certificate of currency; **or**
 - Form 13** – Application for Exemption
- Application Fee
- Registration Fee

Proof of Identity

Applicants will need to provide proof of personal identity by way of presentation of verifiable documentation. The Board uses a 100 point system, similar to that used by banks and other financial institutions.

Provided below is a list of those documents that may be presented to the Board, along with their matched value.

Documents with a minimum value of 100 points must be submitted:

- You cannot submit more than **ONE** document from Category A, however you **must submit ONE** Category A document
- All documents must be originals or certified copies. (DO NOT SEND ORIGINALS THROUGH POST)
- At least one document must include a recent photograph.

ALL documents must be current and valid at the date of submission.

Acceptable Documents:

Category A (70 points)

- Passport and visa or
- Birth Certificate/Birth Card (original or extract) or
- Citizenship Certificate

Category B (40 points)

- Licence or permit issued under a law of the Commonwealth or State or Territory
- Identification Card issued to a public employee
- Identification Card issued by Commonwealth, State or Territory as evidence of a person's entitlement to a financial benefit
- Current ID Card issued from Australian tertiary education institution

Category C (25 points)

- International Drivers Licence
- Medicare Card/Public Utilities Accounts/Rates Notice
- Financial Institution Credit Card/Cash card or Passbook (**a maximum of two credit or cash cards may be used**)

Professional Indemnity Insurance

Professional indemnity insurance is required for registration, either as an individual or through your employer's policy. You must provide to the Board a copy of the certificate of currency for the insurance policy or a letter from your employer naming you as an insured employee (if applicable). If you wish to apply for an exemption in respect of this requirement you need to submit reasons in writing in the form of a statutory declaration and supporting documentation sufficient to satisfy the Board that an exemption is appropriate and that you will not be providing architectural services during the forthcoming period of registration.

National Police Certificate (NPC)

You must satisfy the Board that you are a fit and proper person to practise as an architect. A national Police check is one of the items required to satisfy this fit and proper person requirement for registration. A valid NPC (original or certified copy) no older than 3 months must accompany your application for registration. **The applicant is responsible for the cost of obtaining the NPC.**

Application & Fees

Applications should be scanned and emailed to admin@archboardsa.org.au. The Application cannot be processed until such time as the fees have been received (Please refer to the Fee Schedule on our website).

The Application Fee and Registration Fee can be paid by EFT to The Architectural Practice Board of SA's bank account: BankSA, Adelaide Branch, BSB: 105-900, Account No: 950111640. Please include the transaction record with your application and associated documentation.