



**Ontario
Association
of Architects**

Guidelines for Completion of an Application for Seal

CHECKLIST FOR COMPLETING APPLICATION

In filing your Application for Seal, please ensure that you have completed the following steps:

1. Format

- a) Complete, sign and date the application. The application should be typed or printed clearly using **black ink** and all sections completed, signed and dated. The original form must be returned.
- b) Correctly spell your name as it appears on the Licence Certificate.
- c) Provide the full address to where the seal should be shipped.

2. Fees

Enclose the appropriate fee for the type of Seal selected.

3. Employer Authorization (if applicable)

- i) In order for an **employee of a holder of a Certificate of Practice** to obtain a seal, Section E of the Application for Seal form must be signed by a supervisor.
- ii) When an **employee with seal** changes employment, the employer must notify the Office of the Registrar of any changes to the Certificate of Practice and the employee must immediately **return the seal to the Association.**
- iii) In order for an **employee, working in an office other than the office of a holder of a Certificate of Practice**, to obtain a seal where the seal is required and will be used only for projects owned by the employer, Section E of the Application for Seal form must be signed by a supervisor.

WHEN THE OAA SEAL IS ORDERED

Seals are not ordered until:

1. The Certificate of Practice application is approved (the Application for Seal form should be submitted along with the Certificate of Practice application); **or**,
2. Section E of the Application for Seal form, "*The Employer's Declaration/Authorization*", is signed.

We recommend reviewing the following:

- OAA Regulatory Notice R.1 '*Architect's Professional Seal – Application*'
- OAA Practice Tip PT.22 '*Employment Agreement – Employed Architects' Liability*'

We remind you that this Seal is issued to you and is to be used in your capacity as indicated on your application, and that when your status changes and you are no longer required to use your Seal at the said practice/company, you must immediately return the Seal to the Association.



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Application for Seal



A. CATEGORY OF ARCHITECT - licensed with the Ontario Association of Architects (Hereafter referred to as Architect)

I am an architect who is one of the following:

- i) a) A sole proprietor who is the holder of a Certificate of Practice
- b) A partner in a partnership that holds a Certificate of Practice
- c) An officer and/or director of a corporation which is the holder of a Certificate of Practice
 - An officer
 - A director
 - An officer & A director
- d) An employee of a sole proprietorship, partnership, or a corporation which is the holder of a Certificate of Practice, required to use a seal in the architect's capacity as an employee: (refer to Guidelines for Completion, Employer Authorization, item 3.i)

Name of Certificate of Practice issued by the OAA

(please print)

OR

- ii) An employee of the Crown of Ontario or of Canada, a crown agency, sole proprietorship, partnership or a corporation that is not a holder of a Certificate of Practice, if required to use a seal in the architect's capacity as an employee: (refer to Guidelines for Completion, Employer Authorization, item 3.iii)

Name of Employer

(please print)

B. DESCRIPTION OF SEALS AVAILABLE *(Indicate type required)*

- [] **Type 1** Mark It Rubber Stamp: Plastic handle with plastic case cover.
Height: 3", Length: 2 1/4", Width: 2 1/4"
Cost: \$47.89 (42.38 plus 5.51 HST)
- [] **Type 2** Automark Stamp: re-inkable pre-ink 2" diameter circular base with clip on cap for protection of die area. Microscopic cells line die and hold enough ink for thousands of impressions before re-inking. Slight spring action for soft touch stamping.
Handle is 1 5/8" high and 1 5/8" diameter at top, which gently tapers to 1 3/8" at bottom.
Cost: \$91.81 (81.25 plus 10.56 HST)
- [] **Type 3** Individual Seal Press with compact durable seal, wide comfortable handle which provides cam action for effortless embossing. Handle folds flat. Typeset copy within a double border.
Height: 2.25", Length: 5.25", Width: 2.25"
Cost: \$106.80 (94.51 plus 12.29 HST)

C. NAME OF ARCHITECT *(Clearly print or type name as it appears on the Licence Certificate)*

Name

Date

Signature

D. SHIPPING ADDRESS in full *(Note: Signature is required upon delivery of seal) (please print)*

daytime telephone no.: _____

E. EMPLOYER'S DECLARATION/AUTHORIZATION (if applicable):

This seal will be used only for projects carried out in the name of the:

a) Certificate of Practice in A i)

OR

b) Employer named in A ii) where the seal is required and will be used only for projects owned by the employer.

I understand that the seal must be returned to the OAA should the architect identified above no longer require the seal for use in his/her capacity as employee of the Certificate of Practice holder or Employer, or if the architect changes employment.

A. Supervisor's name (please print) _____

B. Supervisor's Signature: _____

Date: _____

FOR OAA USE ONLY

IMPRINT OF SEAL RETURNED