ROUTE D3
ADMISSION TO THE RIAI REGISTER FOR ARCHITECTS / TO RIAI MEMBERSHIP (MRIAI (IRL)) FOR THE PURPOSE OF PROVIDING ARCHITECTURAL SERVICES ON A TEMPORARY AND OCCASIONAL BASIS

Declaration - Please complete this form legibly in blue or black pen

1. Purpose

This application concerns (please tick one):

- ☐ A first application relating to the provision of services in the Irish State on a temporary and occasional basis
- ☐ An application to extend a current period of registration relating to the provision of services in the Irish State on a temporary and occasional basis
- ☐ An application for registration relating to the provision of services in the Irish State on a temporary and occasional basis after a prior period of registration on this basis has lapsed.

I hereby apply for admission:

- ☐ to the Register for Architects only, or
- ☐ to the Register for Architects and as a Member of the Royal Institute of the Architects of Ireland

2. Applicant details **Please indicate your preferred correspondence and email address by ticking the relevant box below**

Surname: _____ Forename/s:_____

Date of Birth:(dd/mm/yyyy) _____/_____/_____ Nationality: _____

☐ **Practice Contact Details in Member State of Establishment:**

Practice/Company Name: _____

Practice/Company Address: _____

_____

Telephone: _____ Mobile: _____ Email:_____

☐ **Practice Contact Details in the Irish State:**

Practice/Company Name: _____

Practice/Company Address: _____

_____

Telephone: _____ Mobile: _____ Email:_____

3. Details relating to professional activities to be pursued in the Irish State:

1. Description of the professional services to be provided on a temporary/occasional basis in the Irish State. Details should include a description of the project, client description, commencement and anticipated completion dates and information on any additional or associated activities to be undertaken. Please note that this information must be as comprehensive as possible. Incomplete or inadequate information will result in a delay.

1.1 Project Description:

_____

_____

1.2 Specific activities to be undertaken:

_____

_____

1.3 Client Description:

_____

_____

1.4 Commencement Date: _____

1.5 Anticipated completion date: _____

1.6 Additional or associated activities:

_____

_____

_____

_____

2. Details of insurance or other means of personal or collective protection with regard to professional liability that will apply to the activities described above.

2.1 Name of Insurer:_____

2.2 Number of contract: _____

2.3 Limit of Indemnity: _____

2.4 Does the insurance cover described above include protection for activities to be undertaken in the Irish State? Yes ☐ No ☐

2.5 Comments: _____

_____

4. Legal establishment in one or more EU/EEA Member States

1. **EU/EEA Member State of Establishment** :_____
2. **Competent Authority/Registration Body** (Name and address):_____

   _____
3. **Registration ID number(if applicable):** _____
4. **I confirm that I am established in the Member State named above for the purpose of active pursuit of the architectural profession in that Member State.**

   Yes ☐ No ☐
5. **I am currently actively pursuing the profession of architect in the Member State named above**

   Yes ☐ No ☐ (if No please answer the next question, if Yes please skip the next question)
6. **I have been in active pursuit of the profession of architect in the Member State named above for two or more of the last ten years**

   Yes ☐ No ☐
7. **The profession of architect is regulated in the Member State named above?**

   Yes ☐ No ☐

Comments: _____

_____

_____

5. Documentation

I attach (tick boxes as applicable)

- ☐ Evidence of Identity and of EU Nationality (Copy of Passport/National ID)
- ☐ Attestation confirming establishment provided by the Competent Authority in the Member State of establishment
- ☐ Evidence of relevant professional qualifications (e.g. copy of degree/diploma in architecture)
- ☐ Proof of two years pursuit of the profession of architect in the member State of establishment (this only applied if you answered 'No' to 4.3 above)

6. Renewal/ Reinstatement Information

This section is only to be completed if you are seeking to renew an application to extend a current period of registration relating to the provision of architectural services in the Irish State on a temporary and occasional basis (i.e. you have ticked the second box in the first list under Section 1 above). Details of services to be provided for which renewal/reinstatement is sought should be provided in Section 3.

1. **Periods of temporary registration in the Irish State to date:**

   From ____/____/____ To ____/____/____
   From ____/____/____ To ____/____/____
   From ____/____/____ To ____/____/____
   From ____/____/____ To ____/____/____
   From ____/____/____ To ____/____/____
   From ____/____/____ To ____/____/____
   From ____/____/____ To ____/____/____

   Comments:

   _____

   _____

2. **Summary of professional activities undertaken in the periods set out above:**

   _____

   _____

   _____

   _____

   _____

   _____

3. **Has there been a material change in the situation substantiated by the documents listed in Section 5 above?** Yes ☐ No ☐

   If Yes, this declaration must be accompanied by current versions of the relevant documents

4. **I attach current versions of the following (tick boxes as applicable)**

   - ☐ Evidence of Identity and of EU Nationality (Copy of Passport/National ID)
   - ☐ Attestation confirming establishment provided by the Competent Authority in the Member State of establishment
   - ☐ Evidence of relevant professional qualifications (e.g. copy of degree/diploma in architecture)
   - ☐ Proof of two years pursuit of the profession of architect in the member State of establishment (this only applied if you answered 'No' to 4.3 above)

7. Declarations

Please make the following declarations by placing a tick in the relevant box.

Have you ever been convicted of a relevant* criminal offence?	☐ Yes	☐ No
Have you ever been subject to any sanction, including reprimand, suspension or expulsion, by or from any professional or regulatory body in any country?	☐ Yes	☐ No
Have you ever been refused admission or Registration by any professional or regulatory body in any country?	☐ Yes	☐ No
Are there at present any proceedings under way which might affect your status in respect of any of these matters?	☐ Yes	☐ No

If you have answered **'Yes'** to any of these questions please supply details:

_____

_____

I also declare that all of the information supplied as part of this application is, to the best of my knowledge, true in every respect and that all relevant matters have been disclosed.

I am aware that Section 18 of the Building Control Act 2007 provides that a person who makes or causes to be made, any false declaration or misrepresentation for the purposes of obtaining registration, or aids or abets such action, shall be guilty of an offence, and shall be liable, on summary conviction, to a fine not exceeding €5,000 or imprisonment for a term not exceeding 12 months or both.

I agree to the RIAI retaining the information submitted in this application for the purpose of maintaining a database of Members/Registrants, for statistical reporting and for use in relation to any future application, should this application be unsuccessful.

☐ I agree ☐ I disagree

Signed _____ Date _____

ATTACH PASSPORT SIZE PHOTOGRAPH HERE

Your Application with all necessary documentation should be sent to:

ADMISSIONS
RIAI
8 MERRION SQUARE
DUBLIN 2

Note 1: Any document in a language other than English should be accompanied by a certified translation.
Note 2: If the name on any documents you are attaching differs from the name you now use you should provide relevant deed poll or marriage certificates.

Note*: A 'relevant' offence is one which relates to/would have a bearing on an architect's duty of care to a client or to any other person/s who might be affected by his/her professional activities.