

**West Virginia Board of Architects
Military Member/Veteran/Spouse Fee Waiver and Military Service Verification
General Information**

Military Veteran/Spouse Fee Waiver Request

This form may be used by veterans returning from service, or the spouse of a veteran, to request a waiver of fees. The initial registration fees will be waived for veterans returning from service, or the spouse of a veteran at the time of discharge, provided the veteran or spouse applies for licensure within 60 months of being honorably discharged. This waiver request is subject to approval by the West Virginia Board of Architects and **must be attached to your application for registration.**

- Provide a DD-214 or NGB-22 showing an honorable discharge
- Spouses must also provide a copy of your marriage certificate to the military service member.

Active Military Member/Veteran/Spouse Licensing Fee Waiver Request

This form may be used by any individual who is currently serving, or has formerly served, as an active duty member of the Armed Forces of the United States, or a spouse or surviving spouse of such member who was married to the member during a period of active duty, to request a waiver of the initial registration fees. This waiver request is subject to approval by the West Virginia Board of Architects and **must be attached to your application for registration.**

- Provide a DD-214, NGB-22, DD-1300 or copy of military orders.
- Spouses and Surviving Spouses must also provide a copy of your marriage certificate to the military service member.

Military Service Experience Verification This application is for any veteran honorably discharged applying for registration as an architect to establish their years of military service for purpose of waiving the initial registration fees. **This form must be attached to your application for registration.**

- Provide a DD-214 or NGB-22 showing an honorable discharge.

Please submit your completed application, this form, and documentation to:

West Virginia Board of Architects
405 Capitol Street, Mezzanine Suite 3
Charleston, WV 2501

Questions:

Call the Board at 304-558-1406 or email Emily.B.Papadopoulos@wv.gov

**West Virginia Board of Architects
Application for Military Family Waiver of Initial Registration Fees**

Section I – Applicant Information

Social Security Number*: _____

Last Name: _____ First: _____ MI: ____ Suffix: ____

Birth Date (MM/DD/YYYY): _____

Gender Male: ____ Female: ____

Email Address: _____ Phone Number: _____

Alternate Email Address: _____ Alternate Phone Number: _____

Street Address or P.O. Box:

City: _____ State: _____ Zip Code: _____

* The disclosure of your Social Security number is mandatory on all professional and occupational license applications, is solicited by the authority granted by West Virginia Code § 30-1-6 (d) for the efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations.

Section II – Fee Waiver Requirements

Select your eligibility for the fee waiver and attach the supporting documentation.

Military Active: ____ Military Veteran: ____ Military Spouse : ____

Section III - Affirmation by Written Declaration

I certify that I am empowered to execute this application as required by the West Virginia Board of Architects. I understand that my signature on this written declaration has the same legal effect as an oath or affirmation. Under penalties of perjury, I declare that I have read the foregoing application and the facts stated in it are true. **I understand that falsification of any material information on this application may result in criminal penalty or administrative action, including a denial, fine, suspension or revocation of the registration.**

Signature: _____ Date: _____

Print name: _____