

The American Institute of Architects Transfer Request

Date: _____

Mr Mrs Ms Miss _____ Name _____ Date of Birth _____

Mailing Address

City _____ State _____ Zip _____ Phone _____

Firm _____ Title _____

Firm Address _____ Fax _____

City _____ State _____ Zip _____

Membership ID # _____ Join Date _____

I wish to transfer from the _____ Chapter and the _____

State organization to the _____ Chapter and state organization serving it.

I understand that I must be a member in good standing and either live or work within the territory of the new chapter.

I am licensed to practice architecture in the following state(s) (please list): _____

Member Signature _____

For Chapter Use The member has paid dues through _____ and is active and in good standing.
Month/year

Former Chapter _____ (Former) State Organization _____

Authorized Signature _____ Authorized Signature (if applicable) _____

Date _____ Date _____

*Signature necessary for only those transferring from the following states: Arizona, Florida, Kentucky, Pennsylvania, Tennessee, Texas, or Virginia

Eligibility By completing this form, and with the approval of AIA components involved, a member in good standing will be assigned to a new chapter and, if applicable, to a new state organization. The person requesting the transfer must either live or work within the territory of the new chapter.

- Member Instructions**
1. When making a permanent relocation, please complete this form and **return** it to the chapter you are presently assigned to obtain endorsement of the membership in good standing.
 2. A member wishing to transfer out of a chapter is expected to pay full annual dues to the chapter and/or state organization from which the transfer is requested.
 3. Transfer request after March 31st : Members who request a transfer to a new chapter prior to March 31st. will receive an invoice reflecting the new chapter dues.

***PLEASE NOTE:**
 - a. Supplemental dues and special assessments will be considered an integral part of the annual dues amount.
 - b. Components may adopt an annual policy to prorate meal costs and add these to their annual dues amount for all members.
 4. The member will not be invoiced by the new chapter for local dues, (including supplemental dues) until the calendar year following the transfer; however, if the new chapter charges for meals, the member may be billed after the transfer for the remainder of the year.
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- Chapter Instructions**
1. Upon receipt of the completed form at the former chapter have authorize individual sign it and forward a copy to the AIA Membership Services Department, 1735 New York Avenue, N.W., Washington, DC 20006-5292. Keep a copy for your files. The national membership service staff will process the transfer and forward a copy of the transfer to the newly assigned chapter and, if applicable, state organization.
 2. The newly assigned chapter should contact the former chapter for a copy of the member's record. The new chapter will then be able to establish the member's record and begin serving immediately.

***NOTE:** This form is the official notice of transfer. National will not send a duplicate announcement.