



# Landscape Architects Technical Committee



Gavin Newsom,  
Governor

## TEMPORARY LANDSCAPE ARCHITECT LICENSE APPLICATION (MILITARY SPOUSES/PARTNERS UNDER BPC 115.6)

All items are mandatory. Please read the attached instructions and disclosures.

LEGAL NAME: \_\_\_\_\_  
(Last) (First) (Middle)

KNOWN BY ANY OTHER NAME: \_\_\_\_\_  
(Include Maiden Name)

ADDRESS: \_\_\_\_\_  
(Number and Street) (City) (State) (Zip Code)

WORK PHONE: (\_\_\_\_) \_\_\_\_\_ HOME PHONE: (\_\_\_\_) \_\_\_\_\_

INDIVIDUAL TAXPAYER IDENTIFICATION # or  
BIRTHDATE (Month/Day/Year): \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

By providing your email address you will be subscribed to receive email alerts with important news about LATC activities such as changes to the examination, proposed and final changes to law, and meeting notices. You may opt out by checking here:

1. Are you a spouse/domestic partner of an active duty military member of the U.S. Armed Forces who is assigned to a duty station in California under official active duty military orders?  Yes  No

If yes, you must attach to this application proof of marriage or domestic partnership (or other legal union), and a copy of the military orders establishing the applicant's spouse's or partner's duty station in California.

2. Do you hold a current and valid landscape architect license in a United States jurisdiction, Canadian province, or Puerto Rico? If yes, list current license information below. An official license verification must be received from the license jurisdiction confirming that the license is current, active, and unrestricted. A CLARB council record may be transmitted to satisfy this requirement.  Yes  No

LICENSE JURISDICTION (State or Province)	LICENSE NUMBER	LICENSE ISSUE DATE	LICENSE EXPIRATION DATE

3. Have you ever been disciplined by another public agency? If yes, attach explanation.  Yes  No

4. Have you ever been convicted of, or pled guilty or nolo contendere to ANY criminal or civil offense in the Unites States, its territories, or a foreign country?  Yes  No

**This includes every citation, infraction, misdemeanor and/or felony, including traffic violations. Convictions that were later dismissed pursuant to Penal Code (CPC) sections 1203.4, 1203.4a, or 1203.41, or equivalent non-California law, MUST be disclosed.** (If you have obtained a dismissal of your conviction(s) pursuant the aforementioned CPC sections, please submit a certified copy of the court order dismissing the conviction(s) with your application.) **Convictions that were adjudicated in juvenile court or convictions under Health and Safety Code sections 11357(b), (c), (d), (e), or 11360(b) that are two years or older should NOT be reported.**

If you answered "yes", attach an explanation indicating the date and place of arrest, name of court, court case number, code section violated, a brief explanation of the offense, and sentence imposed. If convicted under another name, please indicate that name. **You may omit** any traffic infraction for which the fine imposed was \$1000 or less or any incident that has been sealed or disposed of under Welfare and Institutions Code section 781 or CPC sections 1000.3, 1000.5, or 1203.45

**I certify under penalty of perjury under the laws of the State of California that the information contained in this application is true and correct.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For Official Use Only:	Date Received	Receipt #	Temporary License #

## NOTICE

A temporary license issued by LATC is nonrenewable and shall expire 12 months after issuance, upon issuance or denial of a standard license, upon issuance or denial of a license by endorsement, or upon issuance or denial of an expedited license pursuant to BPC section 115.5.

### INSTRUCTIONS AND DISCLOSURES

**The following must be received by the LATC prior to the application being reviewed.**

1. Application – complete with original signature.
2. Proof of marriage or domestic partnership to active duty military member and copy of orders establishing the applicant spouse or partner's duty station in California.
3. License verification from jurisdiction, or CLARB council record listing license details.
4. Live Scan fingerprint submission.

(OR)

**Only if located outside of California:** Two FD-258 Fingerprint Cards with \$49 processing fee payable to the California Department of Justice. Fingerprint cards can be requested from the LATC or obtained independently.

**Licensure will not be considered until all information has been provided.** It is the applicant's responsibility to make sure the application is complete. Once accepted, the applicant will receive a wall certificate with the license number in approximately two weeks. The pocket license will be issued within three to four weeks.

**Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) Disclosure:** Disclosure of your SSN or ITIN is mandatory, and collection of this information is authorized by Business and Professions Code Sections 30 and 31. Your SSN or ITIN will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with section 17520 of the Family Code, or for verification of licensure or examination status by a licensing or examination entity that utilizes a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your SSN or ITIN number, your application for initial or renewal license will not be processed AND you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

**Collection and Use of Personal Information:** The LATC, under the auspices of the California Architects Board and the Department of Consumer Affairs, collects the personal information requested on this form to determine qualifications for a landscape architect license. Business and Professions Code sections 27, 141, 480, 5650, 5651, 5652, and 5654 authorize the collection of this information.

**Mandatory Submission:** Submission of the requested information is mandatory. The LATC cannot consider your application for licensure unless you provide all of the requested information.

**Access to Your Information:** You may review the records maintained by the LATC that contain your personal information, as permitted by the Information Practices Act (Civil Code section 1798 et seq.). See below for contact information.

**Possible Disclosure of Personal Information:** The LATC makes every effort to protect the personal information you provide. The information you provide may also be disclosed in the following circumstances, according to the provisions of Business and Professions Code section 30, Civil Code section 1798.24, and California Code of Regulations, title 16, division 26, article 1, section 2608:

- In response to a California Public Records Act (Government Code section 6250 et seq.) request, as allowed by the Information Practices Act (Civil Code section 1798 et seq.);
- To another government agency as required by state or federal law; or
- In response to a court or administrative order, a subpoena, or a search warrant.

**Contact Information:** The Executive Officer of the Board is responsible for maintaining the information in this application, and may be contacted at 2420 Del Paso Road, Suite 105, Sacramento, CA 95834, (916) 574-7220 regarding questions about this notice or access to records. For questions about this application you may contact the Program Manager of the Landscape Architects Technical Committee, 2420 Del Paso Road, Suite 105, Sacramento, CA 95834, (916) 575-7230 or email [latc@dca.ca.gov](mailto:latc@dca.ca.gov).

**NOTICE:** The State Board of Equalization and the Franchise Tax Board may share taxpayer information with the LATC. You are obligated to pay your state tax obligation and your license may be suspended if the state tax obligation is not paid. (Business and Professions Code section 31, subdivision (e).)

**Fingerprinting Requirement** Starting January 1, 2022, all new applicants for licensure by the LATC must submit a full set of fingerprints for the purpose of conducting a federal and state criminal history record check. Fingerprints are compared to the records of the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) to determine if the applicant has a criminal history.

For more information see the Fingerprinting FAQs on LATC's website at [www.latc.ca.gov](http://www.latc.ca.gov).

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