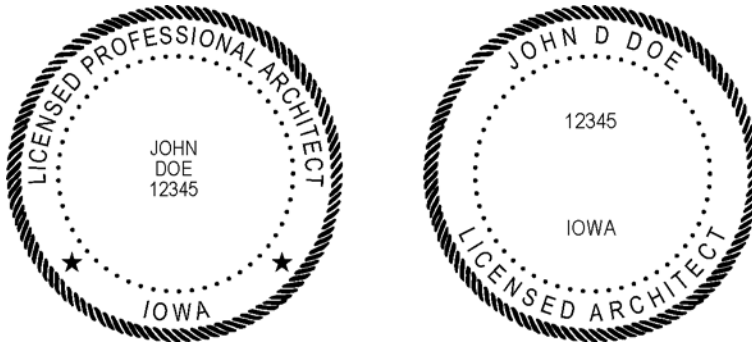


## Iowa Architectural Examining Board

### Seal and Certificate of Responsibility

**Please note that as of July 1, 2017, architects are “licensed” and no longer “registered.” Seals will need to be changed by December 31, 2017.**

Description of seal: The diameter of the outside circle shall be approximately 1¾ inches. The seal shall include the name of the licensed architect and the words “Licensed Architect”. The Iowa license number and the word “Iowa” shall be included. The seal shall substantially conform to the samples shown below.



A legible rubber stamp or other facsimile (electronic or digital) of the seal may be used. Every licensed architect is required by Iowa law to obtain a seal (or stamp) which shall have his or her name, LICENSED ARCHITECT, IOWA, and license number on it.

The seal and certification may be applied electronically or by legible rubber stamp. Information requested in each information block must be typed or legibly printed. THE SIGNATURE MUST BE APPLIED IN PERMANENT CONTRASTING INK OR BY DIGITAL SIGNATURE AS DEFINED AND GOVERNED BY IOWA CODE 554D.

Following is a sample of the wording of the architect information block which should be used on each technical submission:

S E A L	<p>I hereby certify that the portion of this technical submission described below was prepared by me or under my direct supervision and responsible charge. I am a duly licensed architect under the laws of the state of Iowa.</p> <p>_____</p> <p style="text-align: center;">Signature <span style="float: right;">Date</span></p> <p>Printed or typed name _____</p> <p>License number _____</p> <p>My license renewal date is June 30, _____</p> <p>Pages or sheets covered by this seal: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
---------	---

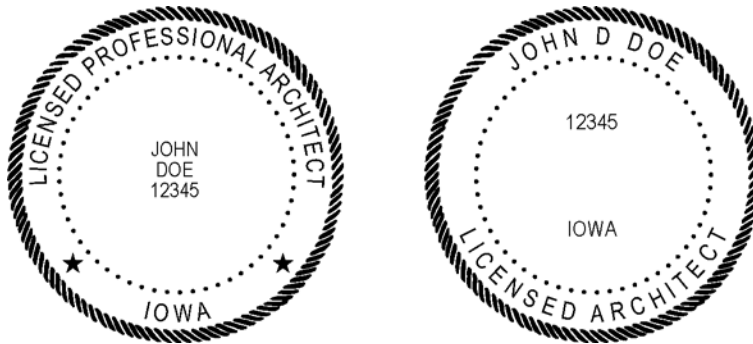
**Seal and certificate of responsibility from [193 B Iowa Administrative Code Chapter 4](#)**

*Please note these rules are currently being updated and will be effective November 1, 2017.*

**4.1(7) Seal and certificate of responsibility.**

a. Each architect shall procure a seal with which to identify all technical submissions issued by the architect for use in Iowa as provided in Iowa Code section [544A.28](#).

b. Description of seal: The diameter of the outside circle shall be approximately 1¾ inches. The seal shall include the name of the licensed architect and the words “Licensed Architect”. The Iowa license number and the word “Iowa” shall be included. The seal shall substantially conform to the samples shown below:



c. A legible rubber stamp, electronic image or other facsimile of the seal may be used.

d. Each technical submission submitted to a client or any public agency, hereinafter referred to as the official copy, shall contain an information block on its first page or on an attached cover sheet with application of a seal by the architect in responsible charge and an information block with application of a seal by each professional consultant contributing to the technical submission. The seal and original signature shall be applied only to a final technical submission. Each official copy of a technical submission shall be stapled, bound or otherwise attached together so as to clearly establish the complete extent of the technical submission. Each information block shall display the seal of the individual responsible for that portion of the technical submission. The area of responsibility for each sealing professional shall be designated in the area provided in the information block, so that responsibility for the entire technical submission is clearly established by the combination of the stated seal responsibilities. The information block will substantially conform to the sample shown below:

S E A L	<p>I hereby certify that the portion of this technical submission described below was prepared by me or under my direct supervision and responsible charge. I am a duly licensed architect under the laws of the state of Iowa.</p> <p>_____</p> <p style="text-align: center;">Signature <span style="float: right;">Date</span></p> <p>Printed or typed name _____</p> <p>License number _____</p> <p>My license renewal date is June 30, _____</p> <p>Pages or sheets covered by this seal: _____</p> <p>_____</p>
---------	---

	_____
	_____
	_____

e. The information requested in each information block must be typed or legibly printed in permanent ink or a secure electronic signature. An electronic signature as defined in or governed by Iowa Code chapter [554D](#) meets the signature requirements of this rule if it is protected by a security procedure, as defined in Iowa Code section [554D.103\(14\)](#), such as digital signature technology. It is the licensee's responsibility to ensure, prior to affixing an electronic signature to a technical submission, that security procedures are adequate to (1) verify that the signature is that of a specific person and (2) detect any changes that may be made or attempted after the signature of the specific person is affixed. The seal implies responsibility for the entire technical submission unless the area of responsibility is clearly identified in the information accompanying the seal.

f. It shall be the responsibility of the architect who signed the original submission to forward copies of all changes and amendments to the technical submission, which shall become a part of the official copy of the technical submission, to the public official charged with the enforcement of the state, county, or municipal building code.

g. An architect is responsible for the custody and proper use of the seal. Improper use of the seal shall be grounds for disciplinary action.

h. The seal appearing on any technical submission shall be prima facie evidence that said technical submission was prepared by or under the responsible control of the individual named on that seal.