

## APPLYING TO BE A REGISTERED INTERIOR DESIGNER

Congratulations on your achievements, and thank you for your interest in becoming a Registered Interior Designer (RID) in Alabama. Registration promotes and advances interior design as a skilled profession that has direct impact on the health, safety and welfare of the public. This packet will provide you with the information and forms you'll need to ensure the process runs smoothly and expeditiously. Please read all content.

### Requirements to become a Registered Interior Designer

An applicant must meet the following requirements to become registered:

- a) Be of good ethical character.
- b) The applicant either:
  - i. Has satisfied all requirements, including all education and experience requirements, for eligibility to take the National Council for Interior Design Qualification (NCIDQ) examination; or
  - ii. Holds a degree from a National Architectural Accreditation Board (NAAB) accredited school and has met NCIDQ eligibility requirements to take the NCIDQ examination, or is a registered architect who satisfies NCIDQ eligibility requirements to take the NCIDQ examination.
- c) The applicant has successfully passed the NCIDQ examination and/or be a Registered/Licensed Architect.
- d) The applicant is at least 21 years of age.

### How the process works

1. To begin the process you will need to complete and submit the Application for Registered Interior Designer and submit it to the Board along with:
  - i) A non-refundable Application Fee of \$300.00 with the application. (Make checks payable to ALABAMA BOARD FOR REGISTERED INTERIOR DESIGNERS.)
  - ii) An acceptable form of proof of citizenship or legal presence.
  - iii) A current copy of your resume.
2. Once the Board has received all required documentation your file will be passed to the Registration Committee, who will review the records. If the committee finds you have met all requirements, they will issue an approval for registration. NOTE: if granted, your registration begins on this date, you do not need to wait to for your Certificate of Registration to begin using the appellation RID.
3. The Board office will receive the committee's determination and you will be sent a notification letter. If registration was granted, the office will submit a Certificate of Registration to the Secretary of State to be recorded in the State's log, and for

### ALABAMA BOARD FOR REGISTERED INTERIOR DESIGNERS

Mailing: 211 Lockridge Lane ■ Riverside, AL 35135 ■ 205-317-0356

Physical: 208 20th St N ■ Birmingham, AL 35203

E-Mail: [director@abrid.alabama.gov](mailto:director@abrid.alabama.gov)

[www.abrid.alabama.gov](http://www.abrid.alabama.gov)



signature by the Secretary.

4. When we receive the signed certificate, the Board Chairperson will affix his/her signature and it will be mailed to you via USPS.

### Things to remember

- The whole process will take less than one week **after** the Board has received all required documents.
- Mistakes or omissions will delay the process, so please be sure of the following:
  - ◇ The application is complete, and all items are typed or printed clearly.
  - ◇ The application is signed and dated.
  - ◇ The \$300.00 application fee is included.
  - ◇ A copy of an acceptable proof of citizenship AND a current copy of your resume is included. See the next page for a list of acceptable forms of proof of citizenship or legal presence in the United States

### Who to contact and where to send

We've attempted to anticipate all questions you may have; however, occasionally someone needs clarification regarding an issue or two. If you need further assistance please don't hesitate to contact our Executive Director at [director@abrid.alabama.gov](mailto:director@abrid.alabama.gov).

All documents should be mailed to:

**ALABAMA BOARD FOR REGISTERED INTERIOR DESIGNERS**  
**211 Lockridge Lane**  
**Riverside, AL 35135**



## Proof of Citizenship for Registration

According to the Beason-Hammon Alabama Taxpayer & Citizen Protection Act (Act 2011-535) before *Applications for Registration* **or** *Applications for Renewal* can be processed, **ALL** applicants must provide proof of citizenship or legal presence in the United States.

### For U.S. Citizens:

The Code of Alabama 1975, Section 31-13-29(g) provides that, "A person's United States citizenship may be demonstrated or confirmed by any one of, or a legible photocopy or a copy in a digital or other electronic format of one of, the following documents:

- 1) A driver's license or non-driver's identification card issued by the Alabama Department of Public Safety or the equivalent governmental agency of another state within the United States, provided that the governmental agency of another state within the United States requires proof of lawful presence in the United States as a condition of issuance of the driver's license or non-driver's identification card.
- 2) A birth certificate indicating birth in the United States or one of its territories.
- 3) Pertinent pages of a United States valid or expired passport identifying the person and the person's passport number, or the person's United States passport.
- 4) United States naturalization documents or the number of the certificate of naturalization.
- 5) Other documents or methods of proof of United States citizenship issued by the federal government pursuant to the Immigration and Nationality Act of 1952, as amended.
- 6) Bureau of Indian Affairs card number, tribal treaty card number, or tribal enrollment number.
- 7) A consular report of birth abroad of a citizen of the United States of America.
- 8) A certificate of citizenship issued by the United States Citizenship and Immigration Services.
- 9) A certification of report of birth issued by the United States Department of State.
- 10) An American Indian card, with KIC classification, issued by the United States Department of Homeland Security.
- 11) Final adoption decree showing the person's name and United States birthplace.
- 12) An official United States military record of service showing the applicant's place of birth in the United States.
- 13) An extract from a United States hospital record of birth created at the time of the person's birth indicating the place of birth in the United States.
- 14) AL-verify.
- 15) A valid Uniformed Services Privileges and Identification Card.
- 16) Any other form of identification that the Alabama Department of Revenue authorizes, through an administrative rule promulgated pursuant to the Alabama Administrative Procedure Act, to be used to demonstrate or confirm a person's United States citizenship or lawful presence in the United States, provided that the identification requires proof of lawful presence in the United States as a condition of issuance."

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## APPLICATION FOR REGISTERED INTERIOR DESIGNER - RECIPROCIITY

### SECTION I: PERSONAL INFORMATION

NOTE: The Code of Alabama 1975, sec. 30-3-194 "Alabama Child Support Act of 1997" requires all applicants to provide social security number.

First Name   Middle   Last Name:		Sex: <input type="checkbox"/> M <input type="checkbox"/> F	Social Security Number:
RESIDENCE	Mailing Address:	Preferred Mailing Address: <input type="checkbox"/> Residence <input type="checkbox"/> Business	
	City   State   Zip:		
	Phone Number:	E-Mail Address:	
BUSINESS	Business Name:		
	Mailing Address:		
	City:	State:	Zip Code:
	Phone Number:	Position or Title:	

### SECTION II: DEMOGRAPHIC INFORMATION

This information will be used solely for statistical purposes.

Age:  21-30    31-40    41-50    51-60    61-over    Prefer not to say

Race:  Native American    Asian    Black or African American    Caucasian  
 Other    Prefer not to say

Employment:  
 Self-employed    Architecture Firm    Interior Design Firm  
 Other: \_\_\_\_\_

Primary type of design practice (Residential, Commercial, Hospitality, etc.):

Is this your first profession or second profession?    First    Second    Other

### SECTION III: CITIZENSHIP

According to the *Beason-Hammon Alabama Taxpayer & Citizen Protection Act*, you must provide proof of citizenship.

Are you a citizen of the United States of America, or are you legally present.    Yes    No

### SECTION IV: EDUCATION AND PROFESSIONAL INFORMATION

College/University:	Graduation Date:
Are you a registered architect	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you previously applied to the Alabama Board for Registered Interior Designers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever had a license revoked, suspended or otherwise sanctioned by any Board or agency in Alabama or any other state? If "Yes", attach copy of the order.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you passed the <b>NCIDQ</b> exam?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date Passed:	Cert. Number:
Cert. Expiration Date:	



**SECTION IV: EDUCATION AND PROFESSIONAL INFORMATION (continued)**

Please provide information about all states or jurisdictions in which you are or have been registered as an interior designer.

State   Jurisdiction	Registration Number	Initial Date of Registration	Expiration Date

**SECTION V: OTHER**

Have you ever been convicted of a felony? If "Yes", attach copy of conviction and documentation of disposition.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever violated the state controlled substances act? If "Yes", attach copy of conviction and documentation of disposition.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you currently under investigation by a governing or licensing board OR by a state or federal agency? If "yes" submit details.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**SECTION VI: Please read completely and sign below.**

- I certify and affirm that I have read and understand the *Alabama Interior Design Registration Act of 2010*.
- I acknowledge and affirm that I have not used the title "Registered Interior Designer" in violation of Code of Alabama Chapter 15C, Title 34.
- I acknowledge and affirm that the accuracy of information given in this application is accurate and true and authorize the Board to investigate any and all statements made herein.

Signature:

Date:

- Mistakes or omissions will delay the process, so please be sure of the following:
  - ◇ The application is complete, and all items are typed or printed clearly.
  - ◇ The application is signed and dated.
  - ◇ The \$300.00 application fee is included.
  - ◇ A copy of an acceptable proof of citizenship AND a current copy of your resume is included. See the next page for a list of acceptable forms of proof of citizenship or legal presence in the United States

All documents and the check should be mailed to:

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