



**THE AMERICAN INSTITUTE  
OF ARCHITECTS**

**Transfer Request**

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

\_\_\_\_\_  
Mr Mrs Ms Miss      Name      Date of Birth

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Mailing Address

\_\_\_\_\_  
City      State      Zip      Phone

\_\_\_\_\_  
Firm      Title

\_\_\_\_\_  
Firm Address      Fax

\_\_\_\_\_  
Spouse's Name

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Membership ID #      Join Date

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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): \_\_\_\_\_

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Member Signature

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**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.

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- 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 31<sup>st</sup>: Members who request a transfer to a new chapter prior to March 31<sup>st</sup>. 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.