



Louisiana

Office of the Governor  
State Board of Examiners  
of Interior Designers

5222 Summa Court, Suite 358  
Baton Rouge, LA 70809

Telephone 225.763.5550 Fax 225.763.5551  
Website: [www.lsbid.org](http://www.lsbid.org) Email: [admin@lsbid.org](mailto:admin@lsbid.org)

**IMPORTANT RULE CHANGE-**  
**please deliver to an owner of your firm to complete**

Chapter 10, Section 1005

The board requires a firm, partnership, corporation, or association that engages in the practice of interior design to register with the board under the title: Louisiana Registered Interior Design Firm. The Registered Interior Design Firm must have at least one Louisiana Registered Interior Designer in their employment at all times. The board requires that a firm that no longer employs a Louisiana Registered Interior Designer must notify the board and cease using the title Louisiana Registered Interior Design Firm.

This rule was implemented in order to simplify advertising for firms who employ more than one Louisiana Registered Interior Designer. When placing an ad for the yellow pages or any other printed advertisement, ordering letterhead, designing your website content, etc. you will now simply state 'Louisiana Registered Interior Design Firm' or 'LA Reg. ID Firm' instead of listing individual licensee names and license numbers.

The Board enforces the regulation that license numbers or LA Reg. ID Firm appear on advertisements and print material so that the public will be able to identify unqualified individuals or businesses without a license.

- The firm must have an *owner* or someone in a *supervisory position* that is a Louisiana Registered Interior Designer in order to register.
- You do **not** need to apply for registration if the business is a sole proprietorship and is owned 100 % by a Louisiana Registered Interior Designer and the registrant is doing business under his/her real name (i.e. John Doe Interior Design).
- This registration must be updated annually.
- Firm registration renewal forms will be mailed to the responsible party listed in October of each year with a due date of December 31<sup>st</sup>.

All Registered Interior Design Firms will be listed on our website under a special section which will allow those that may be seeking employment to quickly locate you. Recent college graduates will also be directed towards your firm since they will be working on acquiring the experience necessary to sit for the NCIDQ exam.

Best of all, the cost is FREE!



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**FIRM REGISTRATION - no fees involved**

<b>Name of Firm</b>		
<b>Principal Address</b>		
<b>City/State/Zip</b>		
<b>Website</b>		
<b>Firm's specialties</b>		
<b>Names of all owners/partners of the firm</b>		
<b>Name and address of individual responsible for annual renewal of firm license</b>	Name	
	Address	
	City/State/Zip <input type="checkbox"/> same as principal address	
<b>Names and license numbers of all current Louisiana Registered Interior Designers employed by the firm. (this does not include any contract employees)</b>	<b>Names</b>	<b>License Numbers</b>

Is the firm a  
 Partnership  Corporation  LLC  LLP  Sole Proprietorship

Please indicate the area of the state that best describes the location of the firm.  
 New Orleans  Baton Rouge  Alexandria  Shreveport  North Shore  Lafayette

I understand the firm listed above may only use the title 'LA Registered Interior Design Firm' if we have at least one owner/partner or supervisor who is also a Louisiana Registered Interior Designer. If for any reason we no longer have a Louisiana Registered Interior Designer, we agree to contact the State Board of Examiners of Interior Designers immediately and to stop using the term.

SIGNED BY: \_\_\_\_\_ DATE: \_\_\_\_\_