



Privacy Notice: All information submitted during the application process will be managed in accordance with ARC's Privacy Policy. For more information, please visit www.arccorp.com/legal/arc-privacy-policy.jsp

There is a processing fee of \$25.00 per document payable by credit card through : www.arccorp.com/payment

Send completed request form to: apply@arccorp.com

Preparer Information

All correspondence regarding this application will be sent to the individual designated below:

- 1. Name of Preparer: First: _____ Middle: _____ Last: _____
- 2. Business Name: _____
- 3. Street Address: _____
- 4. City: _____ State: _____ Zip: _____
- 5. E-mail Address: _____ 6. Telephone Number: _____

Part 1 – Location Information

- 1. ARC Number: _____
- 2. Legal name: _____ Fictitious (dba) Name: _____
- 3. Suite/Floor: _____
- 4. Street address: _____
- 5. City: _____ State: _____ Zip: _____
- 6. E-mail address: _____ 7. Telephone number: _____

Part 2 – Document Type

Certification Letter

Includes: ARC #, Legal/DBA Name, Address, Office/Agency Type, Participation Date, Agency Status

Accreditation Approval Letter

If the ownership change has occurred since the original approval, you'll receive the ownership change approval letter

Accreditation Application

If the ownership change has occurred since the original application, you'll receive the ownership change application

Change Request Approval Letter

Request Type : _____

List of Agency's current owner, officers and current management

Profile of all locations under the Home Office

Includes: ARC #, Legal/DBA Name, Address, Office/Agency Type

Signature of owner or officer

Date: _____

Name: _____
Print Name of above signatory

Title: _____
Print title of above signatory