
OAA Alternative Document Request Form

Issued January 1, 2026

Purpose

This form is for individuals to request an alternative form of documentation to satisfy a specific regulatory requirement of the Ontario Association of Architects (OAA). Please complete all sections of this form to ensure that your request can be reviewed and processed promptly.

Instructions for Submission

Please submit this completed form along with any supporting documents to the Office of the Registrar at officeoftheregistrar@oaa.on.ca.

If you have any questions about this form, contact officeoftheregistrar@oaa.on.ca.

Personal Information (please complete all fields)

Full Legal Name: _____

OAA ID (if applicable): _____ Email Address: _____

Phone Number: _____

Details of the Request

1. Regulatory Requirement: *What specific document are you seeking to provide an alternative for?*

2. Requested Alternative Documentation: *Check the type(s) of alternative documentation you wish to submit.*

- Government correspondence or documents
- Official letters
- Notarized affidavits
- Sworn statements from licensed/registered Supervising Architect
- Documentation from other regulatory bodies
- Verification through third-party agencies
- Other

3. Reason for Request: *Please provide a brief explanation of why you are unable to submit the requested documentation and why the alternative is appropriate.*

Supporting Information *(Attach PDF documents required to support your request for alternative documentation)*

List of Attachments:

Declaration and Signature

I hereby confirm that the information provided is accurate and that the attached documentation accurately reflects my circumstances. I understand that the OAA will review my request, and I may be contacted for further clarification if necessary.

Signature: _____

Date: _____