  
**Owner Request for New Designer Record**

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| Please fill out the following fields and return to [interscope@doa.nc.gov](mailto:interscope@doa.nc.gov), and CC [ryan.scruggs@doa.nc.gov](mailto:ryan.scruggs@doa.nc.gov).  *In the future you will be able to request a designer from the Designer Search screen.*  *Please enter as much information as possible in the fields below. Required fields \** |
| |  |  | | --- | --- | | **\* Firm Name** | Please Enter First Name | | **\* Contact Name** | Please Enter Contact’s Name | | **\* Email Address** | Please Enter E-mail Address | | **\* Address Line 1** | Please Enter Address | | **Address Line 2** | Please Enter Address 2 | | **\* City** | Please Enter City | | **\* State** | Please Enter State | | **\* Zip** | Please Enter Zip Code | | **\* County** | Please Enter County | | **\* Voice #** | Please Enter Voice # | | **Fax #** | Please Enter Fax # | | **Website URL** | Please Enter Website URL if available or known | | **Year Established** | Please Enter Year Established if available or known | | **Former Name?** | Please Enter Former Name if applicable *(If Applicable)* | | **Firm License #** | Please Enter License # | | **\* Reason for Request** | Please Enter the reason for the request. Include project # if available. | |

*Note: This form should be filled out and submitted by the Owner, not the Design Firm.  
We will contact you with any additional questions.*