

1. Log into the Board's [Licensee Portal](#).



Arizona State Board of
Technical Registration

Licensee Portal

Sign In

Or

Forgot your password? [Reset Password](#)

2. When you log in, you will be redirected to the Licensee Portal Home Page. On the Home Page, Select “Request to become Principal/Controlling Person” to be directed to the Request to become Principal/Controlling Person page.

Home

License

Requested Documents by the Board

License Renewal

Access

Personal Information

Download Pocket Card

Your Financial Assurance

Your Fingerprint Card

Requests

Submit Fingerprint Clearance Card

Submit Financial Assurance Proof

Request Name Change

Request Document/License Verification

Request License Status Change

**Request to become Principal/Controlling
Person**

3. Select Start on the Request to become Principal/Controlling Person page to begin the process.

Request to become Principal/Controlling Person

Current Status	License	Status	Submitted Date
No requests have been started.			

Start

- On the Request to become Principal/Controlling Person page, indicate which business (firm, branch, alarm business) you are requesting to become principal or controlling person of, indicate which of your licenses will be the corresponding principal or controlling person license, acknowledge the responsibilities of a principal/controlling person and select Submit.

Request to become Principal/Controlling Person

1 Request to become Principal/Controlling Person

Step 1 of 1

Note: All information with a red asterisk (*) is required.

A licensee can use this section to request the board add them as a principal of a firm or branch (architect, engineer, geologist, home inspector, land surveyor and landscape architect only) or as a controlling person of an alarm business (controlling persons only).

Business: Type in the name of the business. It should auto populate with the Business name and address (unfortunately, due to limitations of the system, the search does not include the license number).

Licenses: Type in your individual license number that will be attached to the business.

Business *

Start typing to search...

Licenses *

Start typing to search...

I acknowledge and understand that if the Board approves my request, that I will become the principal/controlling person, having full authority and responsible charge of the services offered by the firm/branch or alarm business. *

☐ Yes ☐ No

Submit

- After you submit your request, you will receive an automated email from the Board's online platform. Board staff will review your request and reach out to you if they have any questions. Otherwise, Board staff will process your request and, if approved, your license will automatically link to the business indicated in your request and show up on the Board's online registry.