



Corporation or Limited Liability Company Certificate of Authorization Application

You can use this form to apply for a Certificate of Authorization if you offer engineering and/or surveying services and are a Corporation, Joint Stock Association, or Limited Liability Company (LLC). You do not need to apply if you are a Professional Corporation, Professional Service Corporation, or Professional Limited Liability Company.

For validation only

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Your application must include:

- A notarized Designated Engineer/Land Surveyor Affidavit (page 2 of this application)
- A corporate/LLC resolution naming the designated engineer, land surveyor, or both (page 3 of this application)

Send this completed form and required attachments with a check or money order for **\$150**, payable to the Department of Licensing, to:

Board of Registration for Professional Engineers and Land Surveyors
Department of Licensing
PO Box 35001
Seattle, WA 98124-3401

You must also register with Washington's Secretary of State before a Certificate of Authorization is issued. For requirements, call (360) 725-0377 or email corps@secstate.wa.gov.

Applicant

Business name		Washington UBI number	
Mailing address			
City		State	ZIP code
Person completing application	(Area code) Telephone number	(Area code) Fax number	
Email	Types of services offered <input type="checkbox"/> Engineering <input type="checkbox"/> Land surveying <input type="checkbox"/> Both		
Name of designated engineer in responsible charge of Washington engineering activities		Washington license number	
Name of designated land surveyor in responsible charge of Washington land surveying activities		Washington license number	

Branch offices in Washington – if applicable (*attach additional sheet, if necessary*)

Firms with branch offices in Washington are required to designate a currently licensed professional engineer and/or land surveyor who will be in "responsible charge" for the services offered at the branch location.

Branch office address	
Name of person in responsible charge of engineering or land surveying services	Washington license number
Branch office address	
Name of person in responsible charge of engineering or land surveying services	Washington license number
Branch office address	
Name of person in responsible charge of engineering or land surveying services	Washington license number

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Date and place signed

X

Signature of corporate/LLC officer or manager

Once filed, this application is a public record and is subject to public disclosure.

RCW 18.43.130(8); 42.56.

ENLS-651-021 (R/3/12)W Page 1 of 3

*We are committed to providing equal access to our services.
 If you need accommodation, please call (360) 664-1578 or TTY (360) 664-0116.*

Designated Engineer / Land Surveyor Affidavit

I, _____, the undersigned, on my oath
Name of designated professional engineer/land surveyor
first being duly sworn, state that I am registered as a professional _____,
Engineer/land surveyor
license number _____. On _____, 20_____, I was named as the
Date
professional _____ in responsible charge by a resolution of the Board of
Engineer/land surveyor
Directors, or company manager(s) of _____.
Corporation or LLC name
I understand that this designation makes me responsible to ensure the firm's practices and/or land surveying
performed by this firm in Washington State. I further state that I am an employee of said firm and that I am not
designated as the professional _____ in responsible charge for any other firm or business
Engineer/land surveyor
in the state of Washington. In the event I cease to serve as the in responsible charge, I shall provide written
notice to the board within 30 days of such change.

(Professional engineer's seal)

X

Signature of designated professional engineer

Date

(Professional land surveyor's seal)

X

Signature of designated professional land surveyor

Date

Notary

State of _____, County of _____

Signed or attested before me on _____ by _____

(Seal or stamp)

X

Signature

Printed or stamped name

_____ Title

and

_____ Expiration date of appointment

Corporation/Limited Liability Company Resolution

On _____, 20____, _____ who is currently licensed as a
Date Name of designated professional engineer/land surveyor
professional _____ in the state of Washington under license number _____,
Engineer/land surveyor
was appointed the designated licensee in responsible charge for the practice of engineering and/or land surveying
performed by _____.
Corporation or LLC name

The designated licensee has full authority to make all final engineering and/or land surveying decisions on behalf of this firm for such work performed for projects in the state of Washington.

This resolution further states that the bylaws of the corporation or limited liability company agreement shall be amended in accordance with RCW 18.43.130 pertaining to engineering or land surveying decisions made by the designee.

X _____
Corporation officer or LLC manager signature

Title

Date