

Corporation/Limited Liability Company Certificate of Authorization Application Application Instructions

Which businesses must get a Certificate of Authorization from the board?

If you offer engineering and/or land surveying services, and you have the following business entity:

- Corporation
- Joint stock association
- Limited liability company

Which businesses don't need a Certificate of Authorization from the board?

If you offer engineering and/or land surveying services, and you have the following business entity:

- Professional Service Corporations (PS)
- Professional Corporations (PC)
- Professional Limited Liability Company (PLLC)

What is the process to get a Certificate of Authorization from the board?

- Registration with Washington's Secretary of State's Office. For requirements established by the Secretary of State, call (360) 725-0377 or e-mail corps@secstate.wa.gov
- Send the \$150 fee and application to the Board's address. Make checks or money orders payable to the Washington State Treasurer (WST).
- Complete the Designated Engineer/Land Surveyor Affidavit*
- Complete the Corporations/Limited Liability Companies Resolution

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

Once filed, this application is a public record and is subject to public disclosure. RCW 42.56

**Corporation or Limited Liability Company
 Registration Application**

FOR VALIDATION ONLY

Fee: \$150

This application is hereby made by the undersigned for authorization to offer engineering and/or land surveying services in the state of Washington as provided by RCW 18.43.130(8).

Make check or money order payable to: State Treasurer
 Send this application with your fee to:
 PO Box 9048
 Olympia, WA 98507-9048

Business name			
Mailing address		City	State ZIP
Person completing application Telephone no.	FAX no. ()	E-mail address ()	
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 no.	
Name of designated land surveyor in responsible charge of Washington land surveying activities		Washington License no.	

Branch offices

Branch office addresses in Washington, if applicable (<i>Attachments may be used</i>).		
Name of Each Person in Responsible Charge of Engineering or Land Surveying Services For Each Washington Branch Office Listed Above (<i>attach additional sheet if necessary</i>)		
Name	Branch location	Washington license no.
Name	Branch location	Washington license no.
Name	Branch location	Washington license no.

Documentation Required With Application:

- Application and fee of \$150.00.
- Affidavit of Professional Engineer and/or Land Surveyor (page 3 of this application).
- Certified copy of resolution executed by the firm's directors naming the designated engineer, or land surveyor, or both (page 4 of this application).

Certification

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

Signature **X** _____ Date _____
Corporate/LLC officer or Manager

City and state of certification _____

Designated Engineer / Land Surveyor Affidavit

I, _____ the undersigned, on my oath first being duly sworn, state that I am registered as a professional _____, license number _____. On _____, 20 ____, I was named as the _____ in responsible charge by a resolution of the Board of Directors, or company manager(s) of, _____. 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 _____ in responsible charge for any other firm or business 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.

Dated: _____, 20 _____.

(Professional engineer's seal)

By: **X** _____
Signature of designated professional engineer

Dated: _____, 20 _____.

(Professional land surveyor's seal)

By: **X** _____
Signature of designated professional land surveyor

Sworn to before me this _____ day of _____, 20_____.

Notary Public in and for the state of _____

Residing at _____

My commission expires _____

Corporation/Limited Liability Company Resolution

On _____, _____, who is currently licensed as a
Date Name of licensee
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 _____.
Corp. 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.

Signed by: _____
Corp. officer or LLC manager

Title: _____

Date: _____, 20 _____