



**Corporation or
Limited Liability Company
Certificate of Authorization
Application**



Use this form to apply for a Certificate of Authorization if you offer engineering 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.

Your application must include:

- A Designated Engineer/Land Surveyor Affidavit (page 3 of this application)
- A Corporate/LLC Resolution naming the designated engineer, land surveyor, or both (page 4 of this application)



Apply online: <https://professions.dol.wa.gov>

Or mail 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 3777
Seattle, WA 98124-3777**

You must also register with Washington's Secretary of State and Department of Revenue before a Certificate of Authorization is issued. For requirements, call Secretary of State (360) 725-0377 or email corps@secstate.wa.gov or call Department of Revenue (360) 705-6741.

For questions or language help call: (360) 664-1575

Licenses are available for self-printing with an online account.

If you want us to print and mail your license add a \$5 print fee for each copy to your payment.

\$0 self-print license online.

\$5 each. DOL print and mail license. Quantity _____ Total \$ _____

Applicant

Business name		Washington UBI number	
UBI business ID	UBI location ID		
Physical address			
City	State	ZIP code	
Mailing address			
City	State	ZIP code	
Person completing application	(Area code) Phone number		
Email	Types of services offered <input type="checkbox"/> Engineering <input type="checkbox"/> Land surveying <input type="checkbox"/> Both		
Military? (check if applicable) Current or former: <input type="checkbox"/> Military member <input type="checkbox"/> Military spouse or domestic partner			
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 declare under penalty of perjury under the law of Washington that the foregoing is true and correct.

_____	TYPE or PRINT Name
_____	X
Date and place	Signature of corporate/LLC officer or manager

Providing any false information in this application may be cause for denial, suspension, or revocation of your professional license in the state of Washington.

RCW 18.43.130(8); 42.56

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 engineering and/or land surveying activities are in accordance with Washington State law. 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 in the state of Washington. In the event I cease to serve as the _____
Engineer/Land surveyor
in responsible charge, I shall provide written notice to the Board within 30 days of such change.

I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.

(Professional engineer seal)

Date and place signed

TYPE or PRINT Name of designated professional engineer

X

Signature of designated professional engineer

(Professional land surveyor seal)

Date and place signed

TYPE or PRINT Name of designated professional land surveyor

X

Signature of designated professional land surveyor

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.

I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.

TYPE or PRINT Name of corporation officer or LLC manager

Title

X

Signature of corporation officer or LLC manager

Date and place signed