

Professional Land Surveyor Application Checklist

Use this to check off the items you submit when applying for a professional land surveyor license.

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

What we need from you

1. Education Verification or an NCEES record
2. Completed Experience and Verification forms or an NCEES record
3. Comity applicants only also need to submit Verification of Exams and Licensure unless providing an NCEES record.
4. A completed Professional Land Surveyor Registration Application (by mail or online)

Checklist

Education Verification

If you have a NCEES record: Request that your NCEES record containing your transcript, verification of experience, verification of exams, and references be sent to us.

If you do not have a NCEES record: You must provide official transcripts from colleges/universities that you want considered toward the eight year experience requirement. Official transcripts must be in an envelope sealed by the college/university. Transcripts must be sent with your mail in application or sent with all other required documents if you are applying online.

Experience Verification

If you have a NCEES record: Your record contains the information needed.

If you do not have a NCEES record: Complete your section of the Experience and Verification form and send it to your verifier(s)/supervisor(s). They must complete their portion and return all documents to you in a sealed envelope, signed across the flap. Experience and Verification forms must be sent with your mail in application or sent with all other required documents if you are applying online.

Verification of Exams and Licensure

If you passed the Fundamentals of Land Surveying Exam (FLS) and/or the PLS Exam in another state

- Go online to account.ncees.org and follow the instructions to request license/exam verification.
- If your state board is not listed on this site, contact them to request verification be sent to us.

Application

If you are applying by mail submit:

- A completed Professional Land Surveyor Registration Application
(Comity applicants: If you are having a NCEES Record sent to us, complete only pages 1 through 3 of the application.)
- Application fee - \$140 non-refundable fee for exam. Make your check or money order payable to the Department of Licensing.
- Non NCEES record holders: Education Verification
- Non NCEES record holders: Experience and Verification form(s)

If you are applying online:

- To complete the online application and pay your initial application fee - \$140 non-refundable fee for exam go online to www.dol.wa.gov/business/engineerslandsurveyors/survapply-exam.html or for comity www.dol.wa.gov/business/engineerslandsurveyors/survapply-comity.html.
- Non NCEES record holders mail Education Verification to us.
- Non NCEES record holders mail Experience and Verification forms to us.