STATE REGISTRATION BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS AND GEOLOGISTS

Approval by the Board is NOT required if any of the above three words, or any form thereof, do NOT appear in the company name. In this case, an application is not necessary. If the company name does include any of the words listed above, or any form thereof, you must complete this application.

1. The person named in Item #4 on the application MUST be licensed in Pennsylvania. PRINCIPAL is defined as a directing head or employee of firm or corporation in responsible charge of its activities and whose name, seal and signature, along with the date of the signature, shall be stamped on all plans, specifications, plats and reports issued by such firm or corporation.

THE LICENSED PROFESSION MUST COINCIDE WITH THE “WORD” APPEARING IN THE COMPANY NAME.

2. Item #5 must be signed and dated by the applicant.

3. The applicant MUST affix his professional seal in Block #6. If this is not done, the application will be returned.

4. Submit with the application a check or money order in the amount of $25 payable to “Commonwealth of Pennsylvania” and mail to the above address.

5. Allow approximately 4 weeks for processing. Do NOT contact the Board office prior to the 4-week period regarding the status of your application. Mail your application “Certified-Return Receipt” for proof of receipt.


If a pending application is older than one year from the date submitted and the applicant wishes to continue the application process, the Board shall require the applicant to submit a new application including the required fee. In order to complete the application process, many of the supporting documents associated with the application cannot be more than six months from the date of issuance.

Notification (Certificate) of approval of the Corporate/Fictitious name will be sent to the applicant. This Certificate MUST be included with other documents being submitted to:

PA Department of State
Bureau of Corporations and Charitable Organizations
Room 206
401 North Street
Harrisburg, PA 17120

NOTE: A processing fee of $20.00 will be assessed for any fee returned unpaid, regardless of the reason for non-payment.
STATE REGISTRATION BOARD FOR PROFESSIONAL ENGINEERS,
LAND SURVEYORS AND GEOLOGISTS

1. Name of Company:
   Street Address:
   City, State, Zip:
   E-Mail & Daytime Phone:

Name of Company Owner:

2. Name is (Check One):
   [ ] Corporate Name  [ ] Fictitious Name

3. What type of service is the business providing?:
   Circle one:  Engineering  Land Surveying  Geological

4. Complete the information below for the individual who is a PRINCIPAL of the company and is licensed in Pennsylvania. (See #2 on the Instructions Page)
   Name of Principal: ____________________________
   Street Address: ______________________________
   City, State, Zip: ______________________________
   License Number: ______________________________

5. VERIFICATION

By signing below, I verify that this form is in the original format as supplied by the Department of State and has not been altered or otherwise modified in any way. I am aware of the criminal penalties for tampering with public records or information pursuant to 18 Pa. C.S.§4911.

Additionally, I certify that the statements in this application are true and correct to the best of my knowledge, information and belief, and that I am of good moral character. I understand that any false statement made is subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities and may result in the suspension or revocation of my license or certificate.

Printed Name of Applicant:

Applicant’s Signature: ____________________________
Date: ____________________________
6. [ ] CHECK BOX IF CLAIMING A BUSINESS FEE EXEMPTION FOR VETERAN-OWNED AND RESERVIST-OWNED SMALL BUSINESS UNDER ACT 135 OF 2016 (51 PA.C.S. §§ 9610-9611)

UNDER ACT 135 OF 2016, VETERANS AND RESERVISTS STARTING A SMALL BUSINESS IN THE COMMONWEALTH ARE EXEMPT FROM THE PAYMENT OF A BUSINESS FEE EFFECTIVE JANUARY 2, 2017. THEREFORE, THE BOARD WILL WAIVE THE INITIAL APPLICATION FEE FOR VETERAN- OR RESERVIST-OWNED SMALL BUSINESSES AS FOLLOWS:

1. THE VETERAN/RESERVIST OWNER(S) MUST CERTIFY BELOW THAT THEY ARE STARTING A SMALL BUSINESS IN THE COMMONWEALTH. A SMALL BUSINESS MUST BE INDEPENDENTLY OWNED, NOT DOMINANT IN ITS FIELD OF OPERATION AND EMPLOY 100 OR FEWER EMPLOYEES.

2. THE VETERAN/RESERVIST OWNER(S) MUST ATTACH PROOF OF THE VETERAN’S OR RESERVIST’S STATUS AT THE TIME THE INITIAL APPLICATION IS SUBMITTED. SUCH PROOF INCLUDES A LEGIBLE PHOTOCOPY OF:
   - A FEDERAL DD-214 FORM
   - A FEDERAL NGB-22 FORM
   - A VALID FEDERAL VETERANS’ ADMINISTRATION CARD OR
   - A VALID DEPARTMENT OF DEFENSE-ISSUED MILITARY IDENTIFICATION CARD

CERTIFICATION STATEMENT:

I HEREBY CERTIFY THAT I AM APPLYING FOR THIS LICENSE IN ORDER TO START A SMALL BUSINESS IN THE COMMONWEALTH OF PENNSYLVANIA AS DEFINED ABOVE AND THAT I AM A VETERAN OR RESERVIST AS EVIDENCED BY THE ATTACHED DOCUMENTATION.

__________________________          __________________________
SIGNATURE OF VETERAN/RESERVIST APPLICANT          DATE

__________________________
PRINTED NAME OF VETERAN/RESERVIST APPLICANT

**USE ADDITIONAL SHEETS AS NECESSARY FOR EACH VETERAN/RESERVIST OWNER**