



**APPLICATION FOR REGISTRATION AS A LAND SURVEYOR BY EXAM**

**Section 1: General Information**

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_  
                    First  MI                    Maiden                    Last

Social Security Number\*: \_\_\_\_\_

Home Address: \_\_\_\_\_  
  Street & Number  City  State & Zip

Business Address: \_\_\_\_\_  
  Street & Number  City  State & Zip

Business Phone: (\_\_\_\_) \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_

Name and Address of present Employer: \_\_\_\_\_

Present Position: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Birthplace: \_\_\_\_\_

Have you ever served as a member of the U.S. Armed Forces?  yes  no.  
If yes, list dates of the term of Active Duty Service: \_\_\_\_\_

Have you ever been convicted or pled nolo contendere to a crime?  yes  no.  
If yes, submit details on a separate sheet.

**Section 2: Registration**

LSIT-State \_\_\_\_\_ Certificate No. \_\_\_\_\_ Date of Certification as LSIT: \_\_\_\_\_

Maiden Name/Other name licensed under: \_\_\_\_\_

Other licenses held  LSIT  LS  PE  EIT                      **State in which you are licensed** \_\_\_\_\_

Number of hours written examination (write "none" if no written examination taken): \_\_\_\_\_

Have you ever applied to this Board for registration before? **Yes**  **No** . If yes, check type of application:

LSIT  LS  PE  EIT When did you apply? \_\_\_\_\_ Registration Status: \_\_\_\_\_

List other states and types of registration for which you have applied or are currently applying:

(1) State \_\_\_\_\_ License: \_\_\_\_\_ (2) State: \_\_\_\_\_ License: \_\_\_\_\_ (3) State: \_\_\_\_\_ License: \_\_\_\_\_

Has any professional license granted to you been revoked, suspended or otherwise sanctioned publicly or privately, or have you ever been denied licensure, by any board or agency in Georgia or any other state?

**Yes**  **No** . If the answer is "Yes", please provide explanation on a separate sheet.

\*THIS INFORMATION IS AUTHORIZED TO BE OBTAINED & DISCLOSED TO STATE & FEDERAL AGENCIES PURSUANT TO O.C.G.A. § 19-11-1 & O.C.G.A. § 20-3-295, 42 U.S.C.A. § 551 & 20 U.S.C.A. § 101.

**Board Use Only Section:**

School	Degree/Date	Abet Yes	-No
Masters	Degree/Date	Abet Yes	No
Technology	Degree/Date	Abet Yes	No
Other	Degree/Date	Abet Yes	No
State and LSIT#	Comity Applicants State and LS#		

**Section 3: Experience**

Applicant Name: \_\_\_\_\_

Eng. #	Company Name	Your Title	Part Time	From	To	Total Months	%	Qex								
TOTAL # OF ENDORSEMENTS FORMS: ____ (All Engagements <b>must</b> be endorsed)				Education Total												
Field:				Experience Total												
References: Positive ( ) Negative ( )				Total Months												
Special:				Board Member's Initials & Date												

*Shaded areas are for Board use only*

**NON-LAND SURVEYING AND RELATED GAPS  
PLEASE LIST (references not needed)**

**Applicant Name:** \_\_\_\_\_

**From** \_\_\_\_\_ **To** \_\_\_\_\_

**Decription** \_\_\_\_\_

**Section 4: Education**

INSTITUTION AND LOCATION	FROM	TO	DATE OF GRADUATION		
High School: (Transcripts not needed)					
Colleges and Universities: (Transcripts needed from all)	FROM	TO	TOTAL MONTHS	MAJOR FIELD	DEGREE
1.					
2.					
3.					
4.					
5.					
<b>*** FOR BOARD USE ONLY *** ** EDUCATION TOTAL:</b>					

**Section 5: Affidavit by Applicant**

State of: \_\_\_\_\_

County of: \_\_\_\_\_

\_\_\_\_\_

Applicant's name

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Georgia State Board of Registration for Professional Engineers and Land Surveyors, and I agree to abide by these laws and rules, as amended from time to time.

By signing this application, electronically or otherwise, I hereby swear and affirm one of the following to be true and accurate pursuant to O.C.G.A. § 50-36-1:

1) \_\_\_\_\_ I am a United States citizen 18 years of age or older. **Please submit a copy of your current Secure and Verifiable Document(s) such as driver's license, passport, or other document as indicated on page 14 of the application.**

2) \_\_\_\_\_ I am not a United States citizen, but I am a legal permanent resident of the United States 18 years of age or older, or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older with an alien number issued by the Department of Homeland Security or other federal immigration agency. **Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.**

In making the above attestation, I understand that any failure to make full and accurate disclosures may result in disciplinary action by the Georgia State Board of Registration for Professional Engineers and Land Surveyors and/or criminal prosecution.

Applicant's Signature: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Signature of Notary Public : \_\_\_\_\_

(SEAL)

My commission expires: \_\_\_\_/\_\_\_\_/\_\_\_\_\_





## Instructions for LS Application

**Note: Please consult the Instructions, Board Laws, Rules and Instruction Sheet before calling the Board office.**

Either type or print neatly and legibly on this application. Illegible and incomplete applications will be returned to you.

**Effective immediately, all Application supporting information (verifications, endorsements, references and transcripts) must be enclosed with the completed application and mailed to the Georgia State Board of Registration for Professional Engineers and Land Surveyors at 237 Coliseum Drive, Macon, Georgia 31217.**

The applicant is responsible for gathering the information from his/her endorsers, college(s) and other state boards.

1. Have each agency/institution/person send the item directly to you (the applicant), in a sealed envelope, signing the back flap of the envelope to ensure no tampering.
2. Gather all sealed envelopes along with your application and send the entire package to the Georgia State Board of Registration for Professional Engineers and Land Surveyors office.
3. If the application is incomplete or one of your items is missing or opened, you will be notified by email.

### Section 1: General Information

Address: Preferred *permanent* complete mailing address.

If you have served in the Armed Forces, submit a DD-214, or other proof of service.

### Section 2: Registration

If you have ever applied to this Board before, indicate what type of registration you applied for. If your application was returned to you, then it was never logged into our database, and in this case, you would answer "No".

If you took your exam in one state and live in or have moved to Georgia from another state and are applying in Georgia by comity registration, you must provide verification of licensure from both the exam state and your recent home state.

### Section 3: Experience

Please complete columns Engagement #, Company Name, Your Title, Part Time, From, To, Total Months, and Total Number of Endorsement Forms only. The rest of the page is "For Board Use Only."

Account for all post-secondary (after high school) engagements in chronological order beginning with your first held position **having to do with surveying**. Beginning dates should indicate month and year. Engagements are defined as employment periods at different companies or firms and **significant** changes of responsibilities within the same company or firm. It **does not mean different projects** or various placements within the same company or firm unless it is a significant change in responsibility.

Engagement #: Number these consecutively.

Identify part time work and indicate number of hours per week.

All gaps (in college, employment, etc.) must be identified on the appropriate form. This includes non-surveying work, unemployment, sabbaticals, incarceration, gaps between high school and college, or between college and first engagement, etc. If you did not go directly into college from high school, then account for time since high school graduation.

#### **Section 4: Education**

Transcripts must be sent from all college attended, whether you graduated or not. If your post-secondary education was earned in the US or its territories, transcripts must be sent to you in a sealed envelope for you to forward to the Board with your application.

If your post-secondary education was earned outside the US, you MUST: 1) refer to Board Rules 180-3-.03 and 180-3-.04 (see Board website, <http://www.sos.state.ga.us/plb/pels/>); 2) submit a notarized copy of your transcript which must show all coursework earned, the degree granted, and the date your degree was conferred. 3) If it is not in English, include a certified English translation, also notarized. Contact ECEI at their website address, [www.ecei.org](http://www.ecei.org) or request from the Board a Foreign Evaluation application, as your transcript must be evaluated.

#### **Section 5: Affidavit**

The photo should be a clear head and shoulder shot, and may be black & white or color photograph. Digital photos are accepted. Photo should fit in the space provided. Application MUST be signed and officially notarized.

#### **Section 6: Endorsement Form**

Endorsers: 1) should not be related to the applicant by blood or marriage; 2) should not be Board members; and 3) should have personal knowledge of applicant's professional reputation and accomplishments.

Indicate endorsement number in space provided, making sure it coincides with the numbered engagement in Section 3.

At least five endorsement forms MUST be references, either "Reference Only" or "Reference and Experience Verification", and at least three of these references MUST be registered, active land surveyors (not necessarily in Georgia). Additionally, all engagements listed on Section 3: Experience, must be endorsed. One person may endorse more than one engagement on his/her Endorsement Form. It is not necessary to submit multiple endorsements for one engagement, unless you need to for the five minimum.

If you are using an Endorsement Form as a "Reference Only" complete Section 6-A. 1) Fill in your name and social security number, check the appropriate box, and 2) forward form to endorser along with a pre-addressed stamped envelope for the endorser to return it to you.

If you are using the Endorsement Form as a "Reference and Experience Verification or an "Experience Verification Only", complete Section 6-A: 1) Check the appropriate, 2) Complete the front of the form, giving sufficient detail of your job duties, 3) Forward form to endorser along with a pre-addressed stamped envelope for the endorser to return it to you. If everyone familiar with your work is gone from the company, and the company is still in business, have the Personnel Department verify your work dates. If the company is closed, complete the form, then write at the bottom of the page "Company Closed."

If you worked solely for a relative, that relative may endorse the experience provided. However, he/she still may not serve as one of the five (5) required references.

See Fee Schedule for appropriate fee and be sure to enclose a check or money order. Checks should be made payable to *Secretary of State*. If fee is not attached, application will be returned.

**Deadlines**

Deadline date is for the complete application. All supporting documentation and information must be received before an application is considered complete. If they are not received by the deadline date, you may not be considered until the next scheduled exam. *It is the applicant's responsibility to assure receipt of required documentation.*

December 1<sup>st</sup> is the deadline for the April examination.

June 1<sup>st</sup> is the deadline for the October examination.

**REQUEST FOR VERIFICATION OF REGISTRATION OR EXAMINATION**

Date: \_\_\_\_\_

TO: \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Street Address)

FROM: Georgia State Board of Registration for  
Professional Engineers & Land Surveyors  
237 Coliseum Drive  
Macon, Georgia 31217-3858

\_\_\_\_\_  
(City, State & Zip Code)

\_\_\_\_\_  
(Social Security Number) (DOB)

**I. THE ABOVE NAMED PERSON WAS CERTIFIED OR REGISTERED AS:**

	Certificate #	Date Issued	Valid Until
<input type="checkbox"/> Engineer-In-Training/Engineer Intern.....	_____	_____	_____
<input type="checkbox"/> Professional Engineer.....	_____	_____	_____
<input type="checkbox"/> Land Surveyor-In-Training/Land Surveyor Intern.....	_____	_____	_____
<input type="checkbox"/> Land Surveyor.....	_____	_____	_____

**II. BASIS OF REGISTRATION:**

		Hours	(Pass/Fail) Results	(Yes/No) NCEES	Exam Date
<input type="checkbox"/> Written Examination:	FE	_____	_____	_____	_____
	PE	_____	_____	_____	_____
	FLS	_____	_____	_____	_____
	LS	_____	_____	_____	_____
<input type="checkbox"/> Other	Other	_____	_____	_____	_____

Examination Option: \_\_\_\_\_ (Discipline)

Oral Examination:                      Hours – PE \_\_\_\_\_                      Hours – LS \_\_\_\_\_

EIT/LSIT Accepted from: \_\_\_\_\_

PE/LS Accepted from: \_\_\_\_\_

Other:

**III. QUESTIONS:**

1. Has any disciplinary action ever been taken against the applicant?                      Yes \_\_\_\_\_                      No \_\_\_\_\_
2. If so, has this disciplinary case been satisfied to the Board's requirements?                      Yes \_\_\_\_\_                      No \_\_\_\_\_  
(If not, give details):

**IV. REMARKS:**

(BOARD SEAL)

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

(If a fee is required, **please notify the applicant** but **do not delay** the processing of this form)

Georgia State Board of Registration for  
Professional Engineers & Land Surveyors

**VERIFICATION OF OUT-OF-STATE LICENSURE  
EXAMINATION AND REGISTRATION**

**Instructions to the Applicant:**

1. The Applicant should:
  - a. Complete his or her name and address on the top portion, upper right corner on the reverse side of this form.
  - b. Fill in the name of the state board completing this form.
  - c. Forward this form to the out-of-state board where the applicant is certified or registered.
2. **Examination Applicants** should submit a verification form to the state of their Engineer-In-Training (EIT) or Land Surveyor-In-Training (LSIT) certification.
3. **Comity Applicants** should:
  - a. Submit a form to the state of their Engineer-In-Training (EIT) or Land Surveyor-In-Training (LSIT) certification **and** to the state of their initial Professional Engineer (PE) or Land Surveyor (LS) registration.
  - b. If registration is not currently valid in the state of the initial registration, submit a form to the state where a current valid registration is held.
4. This form may be copied if necessary.

**Instructions to the Out-of-State Board:** The Out-of-State Board should complete Sections I – IV on the reverse side of this form, enter the appropriate state name, and return to the applicant in a sealed envelope with an official signature on the flap of the envelope to assure no tampering.



**OFFICE OF SECRETARY OF STATE  
PROFESSIONAL LICENSING BOARDS DIVISION  
237 Coliseum Drive  
Macon, Georgia 31217  
(478) 207-2440**

CONSENT FORM

I hereby authorize the Board of Registration for Professional Engineers and Land Surveyors ("Board") to receive any Georgia criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

\_\_\_\_\_  
Full Name (Print)

\_\_\_\_\_  
Physical Address (P.O. Boxes NOT Accepted)

\_\_\_\_\_  
Sex

\_\_\_\_\_  
Race

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

**One of the following must be checked:**

This authorization is valid for 90/180/\_\_\_ (circle one) days from date of signature.

I, \_\_\_\_\_ give consent to the Board to perform periodic criminal history background checks for the duration of my licensure with this state.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Special licensure provisions (check if applicable):

\_\_\_ Working with mentally disabled

\_\_\_ Working with elder care

\_\_\_ Working with children

**APPLICANT: PLEASE CHECK THE FORM OF IDENTIFICATION BELOW THAT YOU POSSESS. RETURN THIS FORM ALONG WITH A COPY OF YOUR APPROPRIATE DOCUMENTATION.**

\_\_\_\_\_  
**Name**

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2  
Issued August 1, 2011 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”) provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

\_\_\_\_\_ A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_ A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_ A driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_ An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_ A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at: <http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_ A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_ An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_ A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_ A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_ A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

\_\_\_\_\_ A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

\_\_\_\_\_ A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

\_\_\_\_\_ A driver’s license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

\_\_\_\_\_A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

\_\_\_\_\_In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]