



**JON S. CORZINE**  
Governor

## *New Jersey Office of the Attorney General*

Division of Consumer Affairs  
State Board of Professional Engineers and Land Surveyors  
124 Halsey Street, 3<sup>rd</sup> Floor, Newark, NJ 07102  
[www.njconsumeraffairs.gov](http://www.njconsumeraffairs.gov)



**ANNE MILGRAM**  
Attorney General

**STEPHEN B. NOLAN**  
Acting Director

**Mailing Address:**  
P.O. Box 45015  
Newark, NJ 07101  
(973) 504-6460  
FAX: (973) 273-8020

### **PROFESSIONAL ENGINEERS AND LAND SURVEYORS**

### **RE: CERTIFICATE OF AUTHORIZATION**

Please be advised that any corporation (except a professional service corporation established pursuant to the "Professional Service Corporation Act, "[N.J.S.A. 14A:17-1 et seq.](#)"), offering or providing professional engineering and/or land surveying services in the State of New Jersey **must obtain a Certificate of Authorization** from the State Board of Professional Engineers and Land Surveyors to perform these functions. Any corporation offering or providing said services without the requisite Certificate of Authorization is in violation of [N.J.S.A. 45:8-56](#).

Very truly yours,

Joseph Grabowy  
Acting Executive Director  
State Board of Professional Engineers  
and Land Surveyors

# CERTIFICATE OF AUTHORIZATION INSTRUCTION SHEET

The form must be typewritten or printed clearly, separate sheets may be used for additional information. **Please provide a telephone number.**

- ☞ An application fee of \$120.00, made payable to the Board of Professional Engineers and Land Surveyors, must be submitted with the application. **(The two year registration fee for the period September 1, 2010 to August 31, 2012 is \$120.00). There will be a one year registration fee of \$60.00 for applications received between July 1, 2011 to August 31 2012.**
- ☞ A notary seal is required in the two areas provided on page two of the form. Also provide two signatures of a Responsible Charge Licensee and a Corporate Officer where indicated.
- ☞ The **Details of Ownership** information **must be submitted** with all initial applications.
- ☞ **Domestic Corporations (a New Jersey corporation)** must submit a **certified** copy of the Certificate of Formation or Incorporation, and / or a copy of the most current annual report is required with all applications, both issued from the Division of Revenue in the New Jersey Department of Treasury. To obtain the certificate, call (609) 292-9292) or at [www.nj.gov/njbgs](http://www.nj.gov/njbgs).
- ☞ **Foreign corporations (out of state corporations)** must present a **certified** copy of the Certificate of Formation or Incorporation, issued by the home state. **Also**, submit a **certified** copy of a Certificate of Authority to do business in New Jersey, issued by the Division of Revenue in the New Jersey Department of Treasury and a current Annual Report. To obtain both certificates, complete an application for Public Records Filing for New Business Entities, call (609) 292-9292 or log onto [www.nj.gov/njbgs](http://www.nj.gov/njbgs) .

**Any changes (corporate address, address of record, if different, professional engineer and/or land surveyor in responsible charge, corporate officers, etc.) must be reported in writing within thirty days of the change.**

- ☞ Return the Certificate of Authorization application to the following address:

**BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS  
PO BOX 45015  
NEWARK, NJ 07101**

- ☞ Once your Certificate of Authorization application has been approved, you will be issued a Certificate number, that certificate number **must also be** indicated on your Title Block, Plans and Letterhead.

**NOTE: Applications not signed, notarized, dated or received without required documentation will be returned.**

**PLEASE INDICATE A (DESIGNATED RESPONSIBLE CHARGE LICENSEE ) AS THE CONTACT PERSON WHO WILL RECEIVE ALL CORRESPONDENCE FROM THE BOARD .**

Professional Service Corporations  
(N.J.S.A. 14A:17-1 et seq.) are not required  
to obtain a Certificate of Authorization

**State of New Jersey**  
Department of Law & Public Safety  
Division of Consumer Affairs  
State Board of Professional Engineers & Land Surveyors  
P.O. Box 45015  
Newark, NJ 07101

Check as appropriate:

- Engineering
- Land Surveying
- Engineering & Land Surveying

### Application for Certificate of Authorization To Provide or Offer to Provide Instructions

1. This form must be typewritten or printed clearly.
2. If any space is inadequate, use a separate sheet
3. Enclose a check made payable to the State Board of Professional Engineers & Land Surveyors
4. Include contact information, telephone, email, etc.
5. Attach a Certificate of Good Standing issued by the New Jersey Department of the Treasury, and also from the original state of incorporation.
6. Return original to the Board office at the above address
7. Biennial renewals of the Certificate of Authorization is required.

<b>Applicant (Name of Corporation)</b>			<b>State of Incorporation</b>		<b>Date of this application</b>
<b>Address of principal office (1)</b>			If a "foreign" corporation, (out of state) you need Certificate of Authority from the New Jersey Department of the Treasury. <input type="checkbox"/> Yes <input type="checkbox"/> NO		
<b>Address of principal office in New Jersey (if different from above) (2)</b>					
<b>Addresses of other offices where professional services will be offered or provided in New Jersey. (Each office must be sequentially numbered beginning with 3; as 3, 4, 5, etc.)</b>			I am aware that the Certificate of Authorization may be revoked if any agent, employee, director or officer of the corporation violates or causes to be violated any provisions of those laws or regulations governing the practice of engineering and land surveying in New Jersey.		
<b>CORPORATE OFFICERS/OWNERS</b>					
<b>NAME</b>	<b>TITLE</b>	<b>HOME ADDRESS</b>	<b>NJ LICENSE NUMBER</b> PROF. ENG    LAND SURV.		<b>SIGNATURE</b>

Persons in responsible charge listed below must include the numerical identifier of their work location following their name in the column below. If a licensee is in responsible charge of more than one office, use a separate line for each office and attach an explanation. If a licensee is also in responsible charge of engineering or land surveying services for other business entities or as a sole proprietor, he/she shall place an X in the column next to his/her signature and attach details of all such associations. List all personnel in responsible charge who act on behalf of the corporation as a professional engineer or land surveyor. **The first licensee listed will be considered the designated Board contact. This individual will be sent all mail from the Board office and be the person listed on the renewed certificate.**

**I hereby certify that I am familiar with the laws and regulation governing the practice of engineering and land surveying in New Jersey and the definition of "responsible charge" therein and my responsibility under this definition**

NAME	NJ License Number Prof. Eng. Land Surv.	HOME ADDRESS	x	SIGNATURE
Designated Board Contact (Will receive all mail from the Board Office)				
		(Use an additional sheet if necessary)		

**Any changes in the above information must be reported to the board in writing, within 30 days after such changes become effective. Original signatures are needed for additions/deletions to the responsible charge. Under oath, I declare that the foregoing statements, to the best of my knowledge and belief, are true and made in good faith.**

**Signed (Designated Responsible Charge Licensee) X \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_**  
**Typed Name: \_\_\_\_\_**

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

<b>County and State</b>	<b>Signed (Notary Public)</b>	<b>Date Commission Expires</b>	<b>Seal of Notary Public</b>
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<b>Name or Corporation</b>	<b>Signed (Authorized Officer) X _____</b> <b>Typed Name: _____</b>	<b>Title</b>
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**Before me personally appeared the signer of the above, who acknowledged himself/herself to be the authorized above-named officer of the above-named corporation and the he/she being authorized to do so, executed this application for the purposes state by signing the name of the corporation by himself/herself as the authorized officer, In witness thereof:**

<b>County and State</b>	<b>Signed (Notary Public)</b>	<b>Date Commission Expires</b>	<b>Seal of Notary Public</b>
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For Office Use Only

<b>Approved</b>	<b>State Board Professional Engineers and Land Surveyors</b>	<b>Signed</b>	<b>Date</b>
<b>Fee</b>	<b>Date Issued</b>	<b>P.E./L.S. Certificate of Authorization Number</b>	

This page must be completed with all initial applications. Biennial renewal applicant must complete this form if you are offering or providing Building Design Services, pursuant to N.J.S.A. 45:4B-1 et seq.

### DETAILS OF OWNERSHIP

Required Information in accordance with N.J.S.A. 45:4B-8:

- (1) Provide the names of all directors, two-thirds of whom must be professional engineers and
- (2) Provide the number of all issued and outstanding shares of the corporation
- (3) Provide the number of issued and outstanding shares owned by professional engineer shareholders (minimum of 20% required)

**Note that this applies to any corporation, which may by law render or offer to render engineering services, and which enters into a contract with an owner to provide Architectural & Engineering services in accordance with N.J.S.A. 45:4B-8**

#### A. BUILDING DESIGN SERVICES ONLY

NAME OF DIRECTOR	NEW JERSEY PROFESSIONAL ENGINEER LICENSE NUMBER	FOR OFFICIAL USE ONLY

<b>CORPORATE STOCK INFORMATION:</b>		<b>(USE AN ADDITIONAL SHEET IF NECESSARY)</b>
<b>TOTAL ISSUED &amp; OUTSTANDING SHARES</b>		
<b>TOTAL ISSUED &amp; OUTSTANDING SHARES OWNED BY PROFESSIONAL ENGINEERS</b>		