

CERTIFICATE OF AUTHORIZATION APPLICATION INSTRUCTIONS

Section 34-11-9, Code of Alabama, 1975, provides that a certificate of authorization shall be required by a corporation, partnership, firm, association or person practicing under a fictitious name, offering engineering or surveying services to the public; except, however, where an individual is practicing engineering or surveying in his own given signature name, he shall not be required to register under this section.

Definitions

CA - Certificate of Authorization
PE - Professional Engineer
PLS - Professional Land Surveyor

If your firm has not qualified with the Alabama Secretary of State, you should contact the Secretary of State.

Alabama Secretary of State
Corporation Division
PO Box 5616
Montgomery, Alabama 36103-5616
Tel. (334) 242-5324 www.sos.state.al.us

If you are offering both engineering and land surveying, two separate CA's are required.

The information requested under Company Information, Offices Offering Services, Officers, Board Members or Partners, Principal Information and Designating Authority sections should be self explanatory.

Application Submittal

The completed application package when submitted should include:

- * Completed application form
- * Check or money order made payable to PE & PLS Fund
- * Additional sheets may be submitted if additional space is required in answering certain questions

Mail completed application packages to:

Alabama State Board of Licensure for
Professional Engineers & Land Surveyors
P.O. Box 304451
Montgomery, AL 36130-4451

FedEx or UPS Only

100 N Union Street #382
Montgomery, AL 36104

Annual Renewal

Certificates of authorization shall be renewed annually. It shall be unlawful for a corporation, partnership or firm to practice, offer to practice, or hold itself out as qualified to practice engineering or land surveying in Alabama following the expiration of said certificate of authorization. Certificates of authorization lapse January 31 of every year.

Principal Changes

In the event there is a change in any of the persons listed (especially the designated principal) during the year, such changes shall be designated on the same form and filed with the board by the corporation, partnership or firm **within 30 days** after the effective date of such changes. No fee is charged for filing an amendment.

If the designated principal leaves the company, the company cannot practice or offer engineering or land surveying services, until another principal has been designated. Failure to do so may result in disciplinary action being taken.