

# How to Request a Duplicate Wall Certificate

11/18/25

**Note: This is a wall certificate that you hang on the wall that shows your name, license number and date licensed.**

**A pocket card shows your name, license number and the date your license is current to. If you want a copy of your pocket card, on the website under How To are instructions for printing your pocket card. There is no charge for the pocket card.**

- Login to your MyBELS account.
- Login with your email address or your user id. Your user id is your license type and number Example: PE12345, PLS12345

- In your BELS account, Select Applications

## Page 2 How to Request a Duplicate Wall Certificate

- Select Available Applications. Click the Arrow next to Professional Engineer or Professional Land Surveyor to expose the Duplicate Wall Certificate Application.

My Applications

In Progress Applications

Professional Engineer Renewal or Reinstatement Application Indicating Intent to Renew Open  
Renewal Due 12/31/2025

Description  
Renewals due 12/21/2025 are now open.  
Once you've renewed, it will be the next day before your carry forward hours and pocket card are updated.

PDH Log, Exam and Education History Record PDH Open

Description  
Use this area to record Professional Development Hours (PDH) and view past exams and academic education data that we have collected related to your license.

Completed Applications Available Applications

Professional Engineer (PE) ID: PE19345 Status: Active

☐ Duplicate Wall Certificate Begin

☐ Request Retired Title Designation Begin

☐ Structural Roster Designation Begin

- Select Begin

☐ Duplicate Wall Certificate Begin

Description  
Use this application to request a duplicate Wall Certificate. You can print your pocket card from your My Account area.

## Page 3 How to Request a Duplicate Wall Certificate

- Review your address to make sure it is correct. Select the number of certificates you are requesting. Click Continue.

### Duplicate Wall Certificate: Request Duplicate License

Your printed certificate will be mailed to the address below. Please confirm your address below.

**Contact Information:**  
If you need to correct your contact information, please update it on your Account Details page: [My Account Details](#)

██████████  
████████████████████  
United States  
████████████████████  
██████████

**Each Duplicate Costs:**  
25

**Number of Duplicates Requested\*:**  
Select Number of Duplicates Requested

[Finish Later](#) [Cancel](#) [Continue](#)

- Click Pay Fees

### Duplicate Wall Certificate: Confirm Duplicate Certificate Request

**Duplicates will be Mailed to:** If you need to correct your contact information, please update it on your Account Details page: [My Account Details](#)

██████████  
████████████████████  
United States  
████████████████████  
██████████

**Each Duplicate Costs:** 25

**You have requested 1 the following number of duplicates:**

<b>Duplicate Certificate Fee*:</b>	Duplicate Certificate Fee	\$ 25.00
	<b>Total Due:</b>	<b>\$ 25.00</b>

[Pay Fees](#)

[Go Back and Make Changes](#) [Finish Later](#) [Cancel](#) [Submit](#)

## Page 4 How to Request a Duplicate Wall Certificate

- Click Continue and go through the payment information.

Check Out

Return to: [Duplicate Certificate Fee](#)

Item(s) To Be Purchased

Item	Price	Quantity	Total
Duplicate Certificate Fee	\$25.00	1	\$25.00
<b>Total:</b>			<b>\$25.00</b>

You will be able to review your purchase before finalizing.

[Cancel](#) [Continue](#)

- Once you've entered your credit card information and the payment has processed, Click Continue.

## Payment Confirmation

**Thank you for your payment!** You will receive an email summary of this transaction shortly. Details of this and all previous transactions are available in your [Payment History](#).

[View Receipt](#)

[Continue](#)

- Once you've paid, under Completed Applications, you will see that your Duplicate Wall Certificate request has been submitted.

Completed Applications	Available Applications
<p>✓ Professional Engineer Renewal or Reinstatement Application Renewal Due 12/31/2023</p>	Approved <a href="#">View</a>
<p>✓ Professional Engineer Renewal or Reinstatement Application Renewal Due 12/31/2021</p>	Approved <a href="#">View</a>
<p>✓ Duplicate Wall Certificate</p>	Submitted <a href="#">View</a>
<p>✓ Structural Roster Designation</p>	Approved <a href="#">View</a>