Certificate of Authorization application instructions

Each application must include…

- Notarized **Certificate of Authorization application**: PES 3011.
- Separate notarized **Company affidavit of responsibility** for each professional engineer and professional surveyor designated in responsible charge: PES 3012.
- An **active Ohio Secretary of State charter or registration number** authorizing the company to do business in the state of Ohio. In addition, if a company is using a ***doing business as*** (DBA) name, an active Ohio Secretary of State charter or registration number authorizing the company's DBA name to do business in the state of Ohio is needed.
- Appropriate application fee, using check or money order, and made payable in U.S. funds to **Treasurer, State of Ohio**. NEW, ADDITIONAL SERVICE, NAME CHANGE, or ADDING DBA application fee is $50.00. ANNUAL RENEWAL application fee is $25.00. LATE ANNUAL RENEWAL application fee is $37.50.

Contacting Ohio's Secretary of State

Contact information for the Ohio Secretary of State's office is provided as a courtesy and may be subject to change.

- On the web **www.sos.state.oh.us**
- Telephone (877) 767-6446 U.S. toll free or (614) 466-2655 Columbus metro

Important checklist information

- Application must be filled out completely. **All fields are required** unless otherwise indicated.
- Each full-time employee designated in responsible for, and responsible charge of, the professional engineering or professional surveying activities and decisions must fill out **Company affidavit of responsibility** PES 3012.
- The full-time employee must be a partner, manager, member, officer or director and shall be registered in this state. Full-time, as defined in Ohio R.C. section 4733.16, means working more than 30 hours per week or working substantially all the engineering and/or surveying hours for a company that holds a Certificate of Authorization.
- The company and/or its DBA must hold an active registration(s) with the Ohio Secretary of State.
- Applications without the correct fee or with incomplete information will be returned.
- All Certificates of Authorization expire annually on June 30.
- Failure to renew the Certificate of Authorization by the June 30 deadline renders the company inactive and unauthorized to practice in the state of Ohio.
- Companies must notify the Board within 30 days of any change of the company's name or address.
- Companies are responsible for notifying the Board within 30 days of any changes of partners, managers, officers, members, directors, shareholders, designated professional engineers, designated professional surveyors or change of ownership.
- Companies with a name change must file a new application and include an application fee of $50.00.
- Companies adding an additional service must file a new application and include an application fee of $50.00.
- Companies that do not wish to renew their Certificate of Authorization must notify the Board in writing.
- A Certificate of Authorization is not the same as an individual license to practice professional engineering or professional surveying in the state of Ohio.

Disclosure statement, privacy notice

Ohio's State Board of Registration for Professional Engineers and Surveyors is requesting disclosure of information that is necessary to accomplish our statutory purposes required by Ohio Revised Code Chapter 4733. Failure to provide required information may result in your approval being delayed or your application being returned. Subject to certain Ohio Revised Code statutory exceptions, most documents and records maintained by the state of Ohio, including those maintained by the Board, are public records under Ohio law. This means that information submitted to us from you may be subject to disclosure if there is an official public records request.

Deliver your completed **Certificate of Authorization application** with affidavit(s) and fee to the Board's address below.

Ohio

CERTIFICATE OF AUTHORIZATION
STATE BOARD OF REGISTRATION FOR
PROFESSIONAL ENGINEERS AND SURVEYORS
50 W BROAD ST STE 1820
COLUMBUS OH 43215-5905

Questions?

EMAIL
pes.board@pes.ohio.gov
FAX
(614) 728-3059
U.S. TOLL FREE
(877) 644-6364

OHIO'S STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND SURVEYORS

BOARD USE ONLY **3011**

Certificate of Authorization application

This application is for companies requiring a Certificate of Authorization in order to provide, or offer to provide, professional engineering and/or professional surveying services in Ohio. Use this application for new, annual renewal and late annual renewal approvals; or for adding an additional service or a name change. **All fields required** unless otherwise indicated. The appropriate nonrefundable application fee must be included using check or money order and made payable in U.S. funds to **Treasurer, State of Ohio**.

Application for >> CHOOSE ONLY ONE

- ☐ **$50.00 NEW**
- ☐ **$50.00 ADDITIONAL SERVICE**
- ☐ **$50.00 NAME CHANGE or ADDING DBA (Doing Business As)**
- ☐ **$25.00 ANNUAL RENEWAL**
- ☐ **$37.50 LATE ANNUAL RENEWAL**

ENTER PREVIOUS COMPANY NAME >>

Ohio Certificate of Authorization number >> REQUIRED unless new company

Professional services to be offered by company

☐ Engineering **ONLY** ☐ Surveying **ONLY** ☐ Engineering **AND** Surveying

Company is registered with the Ohio Secretary of State as

☐ Corporation ☐ LLC ☐ Partnership ☐ Professional Association

☐ Other DESCRIBE COMPANY TYPE >>

Company contact information >> ALL FIELDS REQUIRED UNLESS OTHERWISE INDICATED

An **active** Ohio Secretary of State (SOS) charter or registration number authorizing the company to do business in the state of Ohio is required for each company name and company DBA name, if used.

OHIO SOS NO.

COMPANY NAME

OHIO SOS NO. >> **REQUIRED with DBA**

COMPANY DBA >> **ONLY if using DBA (Doing Business As) name**

CONTACT EMAIL ADDRESS

FEDERAL EMPLOYER ID NUMBER

LOCATION OFFERING OHIO PROFESSIONAL SERVICES

☐ Indicate if change of address

ADDRESS LINE 1 >> **DO NOT USE AGENT ADDRESS — PO Box is NOT acceptable**

TELEPHONE

ADDRESS LINE 2 >> **ONLY if needed**

COUNTY >> **ONLY if Ohio address**

CITY

STATE ZIP+4

MAILING ADDRESS >> ONLY IF DIFFERENT THAN ABOVE LOCATION

☐ Indicate if change of address

ADDRESS LINE 1 >> **DO NOT USE AGENT ADDRESS**

TELEPHONE

ADDRESS LINE 2 >> **ONLY if needed**

COUNTY >> **ONLY if Ohio address**

CITY

STATE ZIP+4

Ownership If company has more than five owners, attach additional pages with the same information.

1 COMPANY OWNER NAME

COMPANY OWNER ADDRESS

2 COMPANY OWNER NAME

COMPANY OWNER ADDRESS

3 COMPANY OWNER NAME

COMPANY OWNER ADDRESS

4 COMPANY OWNER NAME

COMPANY OWNER ADDRESS

5 COMPANY OWNER NAME

COMPANY OWNER ADDRESS

Registered individuals in responsible charge

All professional services shall be executed by, or be under the direct supervision of, an Ohio-registered professional engineer or professional surveyor. Pursuant to Ohio R.C. section 4733.16, each corporation, limited liability company, partnership or professional association through which professional engineering or surveying services are offered or provided in Ohio, shall designate one or more directors, partners, managers, members or officers employed by the company full time as being responsible for and in responsible charge of the professional engineering or professional surveying activities and decisions of the company.

Name, registration number, position of registrant in responsible charge

IMPORTANT! Each registrant listed as in responsible charge must include an accompanying **Company Affidavit of Responsibility** (PES 3012). If more than four registrants are in responsible charge, attach additional pages with the same information.

1 PRINTED NAME >> **Include notarized PES 3012**

OHIO P.E. NUMBER

OHIO P.S. NUMBER

INDICATE ALL THAT APPLY

☐ Director ☐ Partner ☐ Manager

☐ Member ☐ Officer

2 PRINTED NAME >> **Include notarized PES 3012**

OHIO P.E. NUMBER

OHIO P.S. NUMBER

INDICATE ALL THAT APPLY

☐ Director ☐ Partner ☐ Manager

☐ Member ☐ Officer

3 PRINTED NAME >> **Include notarized PES 3012**

OHIO P.E. NUMBER

OHIO P.S. NUMBER

INDICATE ALL THAT APPLY

☐ Director ☐ Partner ☐ Manager

☐ Member ☐ Officer

4 PRINTED NAME >> **Include notarized PES 3012**

OHIO P.E. NUMBER

OHIO P.S. NUMBER

INDICATE ALL THAT APPLY

☐ Director ☐ Partner ☐ Manager

☐ Member ☐ Officer

Additional Ohio P.E., P.S. registrants employed by company

List registrant name, registration number and company location address of each Ohio P.E. or Ohio P.S. whose services are employed by the company as of the date of this application. If needed, attach additional pages with the same information required.

1 REGISTRANT NAME

OHIO P.E. NUMBER OHIO P.S. NUMBER

COMPANY LOCATION ADDRESS

2 REGISTRANT NAME

OHIO P.E. NUMBER OHIO P.S. NUMBER

COMPANY LOCATION ADDRESS

3 REGISTRANT NAME

OHIO P.E. NUMBER OHIO P.S. NUMBER

COMPANY LOCATION ADDRESS

4 REGISTRANT NAME

OHIO P.E. NUMBER OHIO P.S. NUMBER

COMPANY LOCATION ADDRESS

5 REGISTRANT NAME

OHIO P.E. NUMBER OHIO P.S. NUMBER

COMPANY LOCATION ADDRESS

6 REGISTRANT NAME

OHIO P.E. NUMBER OHIO P.S. NUMBER

COMPANY LOCATION ADDRESS

7 REGISTRANT NAME

OHIO P.E. NUMBER OHIO P.S. NUMBER

COMPANY LOCATION ADDRESS

8 REGISTRANT NAME

OHIO P.E. NUMBER OHIO P.S. NUMBER

COMPANY LOCATION ADDRESS

9 REGISTRANT NAME

OHIO P.E. NUMBER OHIO P.S. NUMBER

COMPANY LOCATION ADDRESS

Disclosure statement, privacy notice

Ohio's State Board of Registration for Professional Engineers and Surveyors is requesting disclosure of information that is necessary to accomplish our statutory purpose required by Ohio R.C. Chapter 4733. Failure to provide required information may result in your application approval being delayed or your application being returned.

Subject to certain Ohio Revised Code statutory exceptions, most documents and records maintained by the state of Ohio, including those maintained by the Board, are public records under Ohio law. This means that information submitted to us from you may be subject to disclosure if there is an official public records request.

Notarized affidavit

STATE OF

AFFIANT

I, _____ [PRINTED NAME] ,

being duly sworn, or affirmed, depose and say that I am duly authorized to prepare this application for a Certificate of Authorization and attest, to the best of my knowledge and belief, that the information contained herein is true.

DECLARATION in accordance with section 2909.32 (A)(2)(b) of the Ohio Revised Code

For each question, indicate either "yes" or "no" in the space provided. Responses must be truthful to the best of your knowledge.

		YES	NO
1.	Are you a member of an organization on the U.S. Department of State Terrorist Exclusion List?	☐	☐
2.	Have you used any position of prominence you have with any country to persuade others to support an organization on the U.S. Department of State Terrorist Exclusion List?	☐	☐
3.	Have you knowingly solicited funds or other things of value for an organization on the U.S. Department of State Terrorist Exclusion List?	☐	☐
4.	Have you solicited any individual for membership in an organization on the U.S. Department of State Terrorist Exclusion List?	☐	☐
5.	Have you committed an act that you know, or reasonably should have known, affords "material support or resources" to an organization on the U.S. Department of State Terrorist Exclusion List?	☐	☐
6.	Have you hired or compensated a person you knew to be a member of an organization on the U.S. Department of State Terrorist Exclusion List, or a person you knew to be engaged in planning, assisting, or carrying out an act of terrorism?	☐	☐

AFFIANT SIGNATURE | AFFIANT TITLE | DATE SIGNED

NOTARY

Subscribed and sworn, or affirmed, to me this

_____ day of _____ , _____ .

Witness my hand and seal hereon.

NOTARY SIGNATURE | MY COMMISSION EXPIRES

NOTARY SEAL NOTARY SEAL

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U.S. TOLL FREE
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OHIO'S STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND SURVEYORS

BOARD USE ONLY

3012

Company affidavit of responsibility

Complete a separate **Company affidavit of responsibility** for each professional engineer or professional surveyor who is designated in responsible charge. Affidavits of responsibility must accompany all Certificate of Authorization applications.

Company name, Ohio Board Certificate of Authorization number

COMPANY NAME >> **SAME NAME as on Certificate of Authorization application**

OHIO CERTIFICATE OF AUTHORIZATION NUMBER >> **5-DIGITS**

Professional services to be offered by company

☐ Engineering **ONLY** ☐ Surveying **ONLY** ☐ Engineering **AND** Surveying

Ohio registrant designated in responsible charge

OHIO P.E., P.S. OR DUAL (P.E. **AND** P.S.) REGISTRANT DESIGNATED IN RESPONSIBLE CHARGE

P.E. NUMBER

P.S. NUMBER

Notarized affidavit

STATE OF

AFFIANT

I, _____ [AFFIANT PRINTED NAME] ,

being the duly sworn, or affirmed, affiant; state that I am a registered professional engineer and/or a registered professional surveyor in the state of Ohio as indicated above; that I am a full time employee of the above-named company; that I am in responsible charge for and in responsible charge of the professional engineering or professional surveying activities and decisions of this company; and that I meet the requirements pursuant to Ohio Revised Code Chapter 4733 for such designation.

AFFIANT SIGNATURE

DATE SIGNED

NOTARY

Subscribed and sworn, or affirmed, to me this

_____ day of _____ , _____ .

Witness my hand and seal hereon.

NOTARY SIGNATURE

MY COMMISSION EXPIRES

NOTARY SEAL NOTARY SEAL

Deliver your completed **Company affidavit of responsibility** to the Board's address below.

Ohio

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STATE BOARD OF REGISTRATION FOR
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