

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

Certificate of Authorization application instructions **3010**

These instructions are for firms completing a first-time application, or an annual renewal application, for a Certificate of Authorization in order to provide or offer to provide engineering, surveying, or engineering **and** surveying services in the state of Ohio.

Each application must include:

- Notarized **Certificate of Authorization application: PES 3011-N or PES 3011-R.**
- Notarized **Firm 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 firm to do business in the state of Ohio.
- Appropriate application fee made payable in U.S. funds to Treasurer, State of Ohio. NEW application fee is **\$50.00.** RENEWAL application fee is **\$25.00.** LATE RENEWAL application fee is **\$37.50.**

Contacting Ohio's Secretary of State

The following contact information is subject to change.

- On the web: <http://www.sos.state.oh.us/>
- Telephone: U.S. TOLL FREE (877) 767-6446 or COLUMBUS METRO (614) 466-2655

Important information

- Application must be filled out completely.
- Each full-time employee designated in responsible charge must fill out a **Firm affidavit of responsibility.**
- The firm must hold an active registration with the Ohio Secretary of State in order to do business in the state of Ohio.
- 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 firm inactive and unauthorized to practice in the state of Ohio.
- Firms must notify the Board within 30 days of any change of the firm's name or address.
- Firms 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.
- Firms with a change of name must file a new application and include an application fee of \$50.00.
- Firms 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.

Send completed Certificate of Authorization application to:



FIRM CERTIFICATE OF AUTHORIZATION
OHIO ENGINEERS AND SURVEYORS BOARD
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