

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

NEW Certificate of Authorization application**3011-N****Eligibility**

This application is for firms requiring a **NEW** Certificate of Authorization in order to provide, or offer to provide professional engineering, professional surveying, or professional engineering and surveying services in the state of Ohio pursuant to **Ohio Revised Code Chapter 4733**. Registration with the Ohio Secretary of State is required.

\$50.00 nonrefundable application fee

A \$50.00 nonrefundable application fee, made payable in U.S. funds to **Treasurer, State of Ohio**, is required by Ohio Revised Code Chapter 4733.

Professional services to be offered:

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

Ohio Secretary of State Charter/Registration number:

<< Ohio Secretary of State Charter/Registration number

Our firm is registered with the Ohio Secretary of State as a:

Corporation Limited Liability Company Partnership Professional Association

Other DESCRIBE >>

Firm contact information

FIRM NAME

FEDERAL EMPLOYER I.D. NUMBER

FIRM DBA >> **ONLY if needed**

TELEPHONE

EMAIL ADDRESS

FAX

Primary office addressADDRESS LINE 1 >> **P.O. Box is NOT acceptable**ADDRESS LINE 2 >> **ONLY if needed**COUNTY >> **REQUIRED if Ohio address**

CITY

STATE ZIP+4

Mailing address ONLY IF DIFFERENT THAN PRIMARY OFFICE ADDRESS

ADDRESS LINE 1

ADDRESS LINE 2 >> **ONLY if needed**COUNTY >> **REQUIRED if Ohio address**

CITY

STATE ZIP+4

NEW Certificate of Authorization application

3011-N

Ownership

If firm has more than four owners, attach additional pages with the same information.

| | | |
|----------|------------|---------------|
| 1 | OWNER NAME | OWNER ADDRESS |
| 2 | OWNER NAME | OWNER ADDRESS |
| 3 | OWNER NAME | OWNER ADDRESS |
| 4 | OWNER NAME | OWNER ADDRESS |

Registered individual(s) 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 Revised Code [section 4733.16](#), each corporation, limited liability company, partnership or association through which professional engineering or professional surveying services are offered or provided in Ohio, shall designate one or more full-time directors, partners, managers, members or officers as being responsible for and in responsible charge of the professional engineering or professional surveying activities and decisions of the firm.

Name, number, position of registrants in responsible charge

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

| | | | |
|----------|--------------|-------------|---|
| 1 | PRINTED NAME | P.E. NUMBER | INDICATE ALL THAT APPLY |
| | SIGNATURE | P.S. NUMBER | <input type="checkbox"/> Director <input type="checkbox"/> Partner <input type="checkbox"/> Manager <input type="checkbox"/> Member <input type="checkbox"/> Officer |
| 2 | PRINTED NAME | P.E. NUMBER | INDICATE ALL THAT APPLY |
| | SIGNATURE | P.S. NUMBER | <input type="checkbox"/> Director <input type="checkbox"/> Partner <input type="checkbox"/> Manager <input type="checkbox"/> Member <input type="checkbox"/> Officer |
| 3 | PRINTED NAME | P.E. NUMBER | INDICATE ALL THAT APPLY |
| | SIGNATURE | P.S. NUMBER | <input type="checkbox"/> Director <input type="checkbox"/> Partner <input type="checkbox"/> Manager <input type="checkbox"/> Member <input type="checkbox"/> Officer |
| 4 | PRINTED NAME | P.E. NUMBER | INDICATE ALL THAT APPLY |
| | SIGNATURE | P.S. NUMBER | <input type="checkbox"/> Director <input type="checkbox"/> Partner <input type="checkbox"/> Manager <input type="checkbox"/> Member <input type="checkbox"/> Officer |

NEW Certificate of Authorization application

3011-N

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

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

| | | |
|--|--|--|
| REGISTRANT NAME <input style="width: 95%; height: 20px;" type="text"/> | P.E. NUMBER <input style="width: 95%; height: 20px;" type="text"/> | FIRM LOCATION ADDRESS <input style="width: 95%; height: 60px;" type="text"/> |
| | P.S. NUMBER <input style="width: 95%; height: 20px;" type="text"/> | |

| | | |
|--|--|--|
| REGISTRANT NAME <input style="width: 95%; height: 20px;" type="text"/> | P.E. NUMBER <input style="width: 95%; height: 20px;" type="text"/> | FIRM LOCATION ADDRESS <input style="width: 95%; height: 60px;" type="text"/> |
| | P.S. NUMBER <input style="width: 95%; height: 20px;" type="text"/> | |

| | | |
|--|--|--|
| REGISTRANT NAME <input style="width: 95%; height: 20px;" type="text"/> | P.E. NUMBER <input style="width: 95%; height: 20px;" type="text"/> | FIRM LOCATION ADDRESS <input style="width: 95%; height: 60px;" type="text"/> |
| | P.S. NUMBER <input style="width: 95%; height: 20px;" type="text"/> | |

| | | |
|--|--|--|
| REGISTRANT NAME <input style="width: 95%; height: 20px;" type="text"/> | P.E. NUMBER <input style="width: 95%; height: 20px;" type="text"/> | FIRM LOCATION ADDRESS <input style="width: 95%; height: 60px;" type="text"/> |
| | P.S. NUMBER <input style="width: 95%; height: 20px;" type="text"/> | |

| | | |
|--|--|--|
| REGISTRANT NAME <input style="width: 95%; height: 20px;" type="text"/> | P.E. NUMBER <input style="width: 95%; height: 20px;" type="text"/> | FIRM LOCATION ADDRESS <input style="width: 95%; height: 60px;" type="text"/> |
| | P.S. NUMBER <input style="width: 95%; height: 20px;" type="text"/> | |

| | | |
|--|--|--|
| REGISTRANT NAME <input style="width: 95%; height: 20px;" type="text"/> | P.E. NUMBER <input style="width: 95%; height: 20px;" type="text"/> | FIRM LOCATION ADDRESS <input style="width: 95%; height: 60px;" type="text"/> |
| | P.S. NUMBER <input style="width: 95%; height: 20px;" type="text"/> | |

| | | |
|--|--|--|
| REGISTRANT NAME <input style="width: 95%; height: 20px;" type="text"/> | P.E. NUMBER <input style="width: 95%; height: 20px;" type="text"/> | FIRM LOCATION ADDRESS <input style="width: 95%; height: 60px;" type="text"/> |
| | P.S. NUMBER <input style="width: 95%; height: 20px;" type="text"/> | |

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 Revised Code 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.

NEW Certificate of Authorization application

3011-N

Notarized affidavit

STATE OF

Affiant

I, _____,

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? | <input type="checkbox"/> | <input type="checkbox"/> |
| 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? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 3. Have you knowingly solicited funds or other things of value for an organization on the U.S. Department of State Terrorist Exclusion List? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 4. Have you solicited any individual for membership in an organization on the U.S. Department of State Terrorist Exclusion List? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 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? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 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? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

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



Send new Certificate of Authorization application to:



NEW 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

Firm affidavit of responsibility

3012

Complete a separate firm affidavit of responsibility for each professional engineer or professional surveyor designated in responsible charge. Affidavit(s) of responsibility must accompany all Certificate of Authorization applications.

Firm name, Ohio Certificate of Authorization number

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

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

Professional services offered

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, _____,

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 the designee of the above-named firm; that I am in responsible charge for and in responsible charge of the professional engineering or professional surveying activities and decisions of this firm; 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



Send affidavit and 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?

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