

# **Florida Board of Professional Engineers**

2507 Callaway Road, Suite 200  
Tallahassee, Florida 32303-5268



## **Certificate of Authorization Application to Change the Engineer of Record**

Certificate of Authorization Application to Change the Engineer of Record  
**INSTRUCTIONS FOR COMPLETING  
APPLICATION TO CHANGE ENGINEER OF RECORD**

1. A review of Chapter 471, Florida Statutes and Chapter 61G15, Florida Administrative Code is necessary to become familiar with the responsibilities applicable under the law when offering engineering services to the public.
2. Each registered engineer in your firm should also be acquainted with Chapter 471, F.S. and 61G15, F.A.C.
3. The name of a corporation or partnership, if otherwise authorized, may include the name or names of one or more deceased or retired members of the firm, or of a predecessor firm in a continuing line of succession. An engineering firm may not offer services to the public under a firm name which contains only the name of an individual not licensed as a professional engineer, registered architect, landscape architect, land surveyor or professional geologist, in any state (Rule 61G15-19.001(3), F.A.C.)
4. A fee of **\$125** must accompany the application document. Make check, money order, or cashier's check payable to the Florida Board of Professional Engineers.
5. Corporations, Limited Liability Companies, Professional Liability Companies, and other forms of business organizations must provide the document number as proof of existence and proper registration status with the Secretary of State, State of Florida. Questions pertaining to corporate registration should be directed to the Secretary of State, Division of Corporations, at (850) 488-9000.
6. If you have filed a NEW corporation with the Florida Secretary of State/Division of Corporations you must submit a NEW Certificate of Authorization application.
7. If your business is a partnership, attach a copy of your Partnership Agreement.
8. The engineer of record for a Certificate of Authorization MUST be listed as an officer with the Florida Secretary of State/Division of Corporations. The title of the engineer for a L.L.C. must be a "Managing Member". The title of the engineer for a corporation must be one of the following: "President, Vice President, Secretary or Treasurer."
9. If your company offers land surveying services, a separate Certificate of Authorization is required. The application form may be obtained by writing the Board of Professional Surveyors and Mappers, 2005 Apalachee Parkway, Tallahassee, Florida 32399.
10. If you utilize a Post Office Box for mailing, your physical location must also be listed on the application.
11. Applications will be reviewed within thirty (30) days of receipt.

12.

<b>Certificate of Authorization #:</b>
<b>Issuance Date:</b>

**OFFICE USE ONLY**

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**Certificate of Authorization  
Application to Change the  
Engineer of Record**

Rebecca Valentine Licensure Analyst  
Florida Board of Professional Engineers  
2507 Callaway Road, Suite 200  
Tallahassee, Florida 32303

**FEE: \$125.00**

**Name of Company and CA #:**

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Application is hereby made, by the undersigned, for authorization to offer Professional Engineering services as a:  
**Corporation**  - **Firms Using DBA**  - **Fictitious Name**  - **LLC**  - **LLP**  - **Partnership**

1. **Please list the name, business title, Florida PE license number and beginning date of the Professional Engineer who is the principal officer of the business. (Please note: The business title listed must match the title listed on the Florida Secretary of State/Division of Corporations.)**

Name	Business Title	Florida PE License #	Start date
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2. **Please list the name, license number and last date of employment for the previous engineer of record:**

Name	Florida PE License #	last date of employment
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3. **Address, telephone number and fax number of main office:**

<b>Mailing Address (We will mail to this address only)</b>	<b>City</b>	<b>County</b>	<b>State</b>	<b>Zip</b>
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<b>Physical Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
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<b>Telephone Number</b>	<b>Fax Number</b>	<b>E-Mail address</b>
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4. **Your corporation must be registered with the Florida Secretary of State's Office, Division of Corporations. Please list your document number as proof of compliance.**

5. If operating as an individual under a fictitious name, your firm must be registered with the Florida Secretary of State's Office, Division of Corporations. Please list your document number as proof of compliance.

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6. Partnerships, attach a copy of your partnership agreement.

7. Please list the name, address and telephone number of the registered agent.

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Name	Address	Telephone Number
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8. This application must be signed by the qualifying engineer in order to process your Certificate of Authorization application.

*As the principal officer of this business organization, I understand that I remain personally liable for negligence, misconduct or wrongful acts which I may commit. In addition, I will be responsible for all such negligent acts, wrongful acts, or misconduct committed by any person under my direct supervision or control, while rendering professional services on behalf of the business organization.*

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(Business Name)

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(Signature and License # of person holding Florida registration which acts on behalf of business)

**If you should have questions regarding completing your application, please call Rebecca Valentine at (850) 521-0500 ext: 105 e-mail [rvalentine@fbpe.org](mailto:rvalentine@fbpe.org).**