

Florida Board of Professional Engineers

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



Certificate of Authorization Application

INSTRUCTIONS FOR COMPLETING APPLICATION FOR NEW CERTIFICATE OF AUTHORIZATION

- 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.
- Each registered engineer in your firm should also be acquainted with Chapter 471, F.S. and 61G15, F.A.C.
- 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.)
- A fee of **\$255.00** must accompany the application document. Make check, money order, or cashier's check payable to the Florida Board of Professional Engineers.
- 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.
- If you are operating as an individual, under fictitious name list the document or registration number as proof of having registered with the Florida Secretary of State. Questions pertaining to registration should be directed to the Division of Corporations (850) 488-9000.
- If your business is a partnership, attach a copy of your Partnership Agreement.
- If you offer 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.
- Changes in the qualifying engineer of record requires an amended Certificate of Authorization application document to be filed within one (1) month of the change (Section 471.023 (4), F.S.). Instructions for completing the Amended Certificate of Authorization are listed with the application.
- If you utilize a Post Office Box for mailing, your physical location must also be listed on the application.
- Applications will be reviewed within thirty (30) days of receipt.

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|---------------------------------|--|
| Certificate of Authorization #: | |
| Issuance Date: | |

OFFICE USE ONLY

Certificate of Authorization Application

Rebecca Valentine, Licensure Analyst
Florida Board of Professional Engineers
2507 Callaway Road, Suite 200
Tallahassee, Florida 32303
(850) 521-0500 x105
Email Address: rvalentine@fbpe.org
FEE: \$255.00

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**

- Name of business entity:** _____
- Address, telephone number and fax number of main office:**

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|--|-------------|---------------|--------------|------------|
| Mailing Address (We will mail to this address only) | City | County | State | Zip |
|--|-------------|---------------|--------------|------------|

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|-------------------------|-------------|--------------|------------|
| Physical Address | City | State | Zip |
|-------------------------|-------------|--------------|------------|

| | |
|-------------------------|-------------------|
| Telephone Number | Fax Number |
|-------------------------|-------------------|

Email Address

- 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.**
- 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.**
- Partnerships, attach a copy of your partnership agreement.**
- Please list the name, business title, Florida PE license number and address of the professional engineer who is the principal officer of the business. (Please note: The business title listed here must match the title listed on the Florida Secretary of State/Division of Corporations.)**

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|------|----------------|----------------------|
| Name | Business Title | Florida PE License # |
|------|----------------|----------------------|

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|---------|---------------|
| Address | Email Address |
|---------|---------------|

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

| Name | Address | Telephone No. |
|------|---------|---------------|
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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.

(Business Name)

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

If you should have questions regarding completing your application, please contact Rebecca Valentine at our office at (850) 521-0500 ext. 105. Email: rvalentine@fbpe.org.