



2011 Certificate of Authorization Renewal Form

West Virginia Code §30-13A-20 requires each firm practicing surveying in West Virginia to have a certificate of authorization. It states in part: *"The board shall issue a certificate of authorization to a firm that practices surveying in West Virginia; provides proof that the firm has employed a surveyor-in-charge; has paid all applicable fees; and completes such other requirements as specified by the board."* The renewal fee for calendar year 2011 is \$100 and it must accompany this properly completed and legible form. Incomplete or illegible forms will be returned and are subject to a \$50 reprocessing fee. A penalty of \$20 per month or partial month thereof will be imposed for renewals postmarked after December 31, 2010.

Firm _____ COA # _____

Mailing Address _____

Street/P.O. Box _____ City _____ State _____ Zip Code _____
Phone _____ Fax _____ Web _____

Cell phone/ Surveyor-in-Charge _____ E-mail/Surveyor-in-Charge _____

Corporate Headquarters' Address (if applicable) _____

Corporate Contact _____ Phone (_____) _____ Fax (_____) _____

Please check business classification: Corporation Limited Liability Company PLLC

Limited Partnership Limited Liability Partnership Sole Proprietorship General Partnership

FEIN Number _____ Incorporated: State _____ Date _____

List Social Security Number for sole proprietorships, if FEIN is not applicable (_____ - _____)

I certify that _____, under penalty of the law, is fully registered with the
(Firm)
West Virginia State Tax Department, the West Virginia Secretary of State (if applicable), and has obtained the required Workers' Compensation or Exemption Certificate to conduct business activities in the State of West Virginia.

(Printed Name) (Signature – Firm Owner/President)

(Date)

Please list the corporate officers. (Use additional page if necessary)

Name	Mailing Address	City/State/Zip	Title	WV P.S. Lic. #
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List all other WV Professional Surveyors authorized to supervise/sign work for the firm listed hereon. (Use additional page if necessary)

Name	Mailing Address	City/State/Zip	Title	WV P.S. Lic. #
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WC/UC Verified _____
(Board Use Only)

Approved _____
(Board Use Only)

... continued on reverse

Affidavit of Licensed Surveyor-in-Charge: I, _____, certify that I hold an active professional surveyor's license in the State of West Virginia and that I am responsible for the supervision and management of all surveying activities in the State of West Virginia for the firm of _____, conducted in its _____ office.

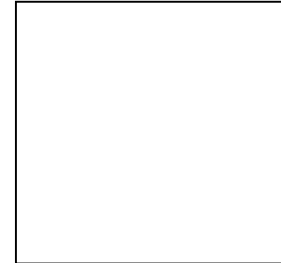
Number of employees I supervise and manage at this address: _____.

I understand that as a designated surveyor-in-charge, I must be a full-time employee of the firm, or an officer, majority interest holder, or owner of the firm. I further understand that I cannot be designated surveyor-in-charge for more than one firm or office, nor can I supervise the activities of an individual who is not employed by the firm, without advance approval by the Board.

Signature of WV Professional Surveyor-in-Charge

Date

A Certificate of Authorization will not be issued unless a WV P.S. seal appears as noted.



(WV P.S. Seal)

I **do not** wish to renew the Certificate of Authorization for _____, for calendar year 2011 for the following reason(s): _____ (Firm)

Inactive - I do not plan to conduct surveying services in West Virginia during calendar year 2011.

Business Closed (provide Date) - _____

Business Sold (provide information) - _____

Signature of WV Professional Surveyor

Date

- or -

Signature of Firm Owner/President

Date



(WV P.S. Seal)

1. All State agencies, including WVBPS, are prohibited (96 CSR 1) from issuing or renewing any license or certificate to any applicant whose account is in default of workers compensation or unemployment compensation payments. Questions should be directed to the Unemployment Compensation Division at 304-558-2451; BrickStreet (Workers Compensation) at 304-941-1000; or WV Insurance Commission at 304-558-6279 x1229 for workers compensation exemption certificates. Applicants must also be in compliance with all court orders, subpoenas, or warrants relating to child support issues or proceedings.

2. PLEASE ENSURE THAT THE LICENSES OF **ALL** LISTED SURVEYORS ARE CURRENTLY ACTIVE.

3. A SEPARATE CERTIFICATE OF AUTHORIZATION IS REQUIRED FOR EACH OFFICE LOCATION.

4. PLEASE ENCLOSE THE \$100 FEE FOR YOUR CERTIFICATE OF AUTHORIZATION FOR CALENDAR YEAR 2011. Please make check payable to the: **WV Board of Professional Surveyors**. Please send your check and this fully completed form to the Board office (416 Airport Road, Suite 1, Sutton, WV 26601-9740), **postmarked by December 31, 2010**, to avoid a \$20 per month or partial month thereof penalty. **No fee is required for inactive status or non-renewal categories if indicated in the second box above.**

5. Firms with expired certificates of authorization will be required to pay all late fees that accrue during periods of non-renewal, unless the Board has been duly notified and has approved the reason(s) for non-renewal.

6. Checks returned for insufficient funds will be subject to a \$25 administrative fee and other applicable bank or regulatory charges. Re-payment must be paid by cashier's check or money order.