

Information requested on this form must be typewritten or neatly printed and all questions must be answered. Incomplete or illegible applications will be rejected. Applicants may reapply by filing a complete application

**STATE OF WEST VIRGINIA
BOARD OF PROFESSIONAL SURVEYORS**
738 Airport Road, Sutton, West Virginia 26601
Telephone: (304) 765-0315 Fax: (304) 765-0316
Website: www.wvbps.wv.gov Email: wvbps@wv.gov



APPLICATION TO PRACTICE UNDERGROUND SURVEYING *West Virginia Code of State Rules §23CSR1-6.2*

All applicants requesting an underground certificate will be subject to a written examination that will be given by the Board in conjunction with the Spring and Fall licensing examinations. It will specifically cover underground surveying procedures, methods, and minimum standards. Endorsement application fee is \$200.00 and is non-refundable. The examination fee will be due upon notification that the Board has approved your application.

I. GENERAL INFORMATION

Date _____ 20____

Name (in full) _____ P.S. No. _____ SSN: _____

Date of Birth _____ Home Phone No. _____ Cell Phone No. _____

Business Name _____ Present Position _____

Address _____ City _____ State _____ Zip Code _____

Telephone No. _____ Fax No. _____ E-mail _____

Residence Address _____ City _____ State _____ Zip Code _____

II. PROFESSIONAL REFERENCES – UNDERGROUND MINING EXPERIENCE

Applicant will list the names and addresses of not fewer than three professional surveyors or mining engineers who are unrelated and to whom the applicant has reported or been professionally associated with, and who can attest to the applicant's underground mining experience. No member of the Board will be accepted as a reference. Applicant will be responsible for asking listed individuals to provide letters of reference directly to the Board.

1.	_____	_____
	Name	Name of Company Work Was Performed For
	_____	_____
	Day Phone No.	Mailing Address, City, State, Zip
2.	_____	_____
	Name	Name of Company Work Was Performed For
	_____	_____
	Day Phone No.	Mailing Address, City, State, Zip
3.	_____	_____
	Name	Name of Company Work Was Performed For
	_____	_____
	Day Phone No.	Mailing Address, City, State, Zip

III. DATA REQUIRED WITH APPLICATION

- a. Detailed resume of underground surveying experience.
- b. Mine plat or plats that show three closed traverse check surveys performed by the applicant (each marked with a different color) and station numbers. Must cover a minimum of 3 years of continuous underground experience under a licensed underground surveyor or mining engineer. Surveys must be current to within 3 years of date of application.
- c. Field notes and traverse sheets or computer print-outs with coordinates, for said check surveys, showing adequate overlap of stations to check for angular closure. Notes shall include your name, title and date of survey.
- d. Records should comply with all State and Federal laws and regulations. Photocopies and white prints accepted.

IV. INSTRUCTIONS FOR FILING APPLICATION

PLEASE ENSURE THAT YOU HAVE COMPLETED ALL SECTIONS AND THAT ALL REQUESTED DOCUMENTATION IS FURNISHED. Application should be prepared in duplicate: original copy sent to the Secretary of the Board and the duplicate retained by the Applicant.

Payment of the \$200 application fee must be by Check or Money Order, payable to the West Virginia Board of Professional Surveyors. Checks returned for insufficient funds will be subject to a \$25 administrative fee and other applicable bank or regulatory charges. Repayment must be paid by Cashier’s Check or Money Order. *APPLICATION FEE IS NON-REFUNDABLE.*

V. AFFIDAVITS

STATE OF _____

COUNTY OF _____

_____, being first duly sworn, deposes and says: I, the applicant named in this application, have read the contents thereof and, to the best of my knowledge and belief, the foregoing statements are true in substance and effect and are made in good faith. Furthermore, I believe the keystone of professional conduct is integrity and I will discharge my duties if licensed as an underground surveyor with fidelity to the public, my employers, and clients, and with fairness and impartially to all. I will interest myself in the public welfare and be ready to apply my special knowledge for the benefit of mankind. I will uphold the honor and dignity of my profession and will avoid association with any enterprise of questionable character. In my dealings with fellow land surveyors, I will be fair and tolerant.

Signature of Applicant

Subscribed and sworn to before me this ____ day of _____, 20 ____ . My Commission expires _____

(Seal)

Signature of Notary Public

VI. RECORD OF THE BOARD (Board Use Only)

Action of Board _____ Accepted _____ Rejected _____ Date _____

SU Certificate Issued _____ Date _____ Under Classification _____