

**STATE OF WEST VIRGINIA**  
**BOARD OF PROFESSIONAL SURVEYORS**  
1124 Smith Street, Suite 1200, Charleston, West Virginia 25301  
Telephone (304) 558-0350 Fax (304) 558-0352  
Website: www.wvbps.wv.gov Email: wvbps@wv.gov

*Sefton Stewart, P.S., CHAIRMAN*  
*Lantz Rankin, P.S., MEMBER*  
*Amber Shawver Legg, EXECUTIVE DIRECTOR*



*James T. Rayburn, P.S., SECRETARY*  
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*Douglas C. McElwee, Esq., PUBLIC MEMBER*

**CERTIFICATION OF AUTHORIZATION - CHANGE ORDER**

Firm \_\_\_\_\_ COA No. \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street/P.O. \_\_\_\_\_ 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 **DELETE** the following WV Professional Surveyor from the list of those authorized to supervise/sign work for the firm listed hereon.

Please **ADD** the following WV Professional Surveyor to the list of those authorized to supervise/sign work for the firm listed hereon. (Use additional page if necessary.)

Name	Mailing Address	City/State/Zip	Title	WV PS Lic. No.
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\_\_\_\_\_  
Signature of WV Professional Surveyor-in-Charge

\_\_\_\_\_  
Date

**Designation of New Surveyor-in-Charge**

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.

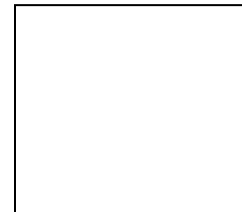
Number of employees I supervise and manage at this address: \_\_\_\_\_.

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 PS seal appears as noted.



(WV PS Seal)