

CHAIRMAN  
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STATE OF WEST VIRGINIA  
BOARD OF PROFESSIONAL SURVEYORS  
1124 Smith Street, Suite B127C, Charleston, West Virginia 25301  
Telephone (304) 558-0350    Fax (304) 558-0352  
Website: [www.wvbps.wv.gov](http://www.wvbps.wv.gov)    Email: [wvbps@wv.gov](mailto:wvbps@wv.gov)

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(Date)

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Dear \_\_\_\_\_:

\_\_\_\_\_ is applying for licensure as a professional surveyor as provided in *West Virginia Code* § 30-13A *et seq.* He/she has given your name as a reference as a person for whom he/she has performed survey work or their work/character is known to you.

To be eligible for a professional surveyor license, the applicant must be of good moral character, be at least 18 years of age, be a citizen of the United States or eligible for employment in the United States, hold a high school diploma or its equivalent, has not been convicted of a crime involving moral turpitude and has completed all of one of the education, experience and examination requirements as set forth in Section 8.

To comply with Section 9(b)(4), and to protect the public interest, the Board would appreciate your appraisal of the applicant. Some of the characteristics that we believe to be relevant to the character of a land surveyor include: dependability, honesty, sobriety, industriousness, discretion, and ability to assume responsibility.

We would also request that you provide your business relation, if any, to the applicant, how long you have known him/her, how long he/she has been surveying, what is his/her reputation, and any additional comments you wish to include.

The information you provide will be kept confidential. Your cooperation in responding directly to the Board by the appropriate application deadline (January 1 for Spring exams or July 1 for Fall exams) is most appreciated.

Sincerely,

Kristi Justice  
Executive Director