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

# Certificate of Authorization Application 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 application fee is $100 and it must accompany this properly completed and legible form.

Firm: _____ COA# _____

Mailing address: _____
Street/ PO Box City State Zip Code

Physical Address: _____
Street/ PO Box City State Zip Code

Phone: _____ Website: _____

Corporate Contact: _____ Email: _____ Phone: _____

Surveyor in Charge: _____ Email: _____ Cell: _____

Please check business classification:

○ Corporation ○ Limited Liability Company ○ PLLC

○ Limited Partnership ○ Limited Liability Partnership ○ Sole Proprietorship

○ General Partnership

○ I certify that _____, under penalty of law,
(Firm)
will fully register with the West Virginia State Tax Department, the West Virginia Secretary of State (if applicable), and will obtain the required Workers' Compensation or Exemption Certificate to conduct business in the state of West Virginia. I will submit proof to the WV Board of Professional Surveyors.

_____ _____
(Printed Name) (Signature - Firm Owner/President)

_____
(Date)

| Name | Mailing address | City/State/Zip | Title | WV PS # |
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List all other WV Professional Surveyors authorized to supervise / sign work for the firm listed hereon. (Use additional page if needed.)

| Name | Mailing address | City/State/Zip | Title | WV PS # |
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Sworn Declaration 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, not can I supervise the activities of an individual who is not employed by the firm, without advance approval by the Board.

_____ _____

Signature of Surveyor-in-Charge Date

Please note that a Certificate of Authorization will not be issued unless a WV PS seal appears in this box.

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 or the WV Insurance Commission at 304-558-6279. 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 THE CURRENT CALENDAR YEAR. Please make check payable to the: WV Board of Professional Surveyors and mail your check and this fully completed application form to the Board office (1124 Smith Street, Suite 1200, Charleston, WV 25301). (Returned check fee is $25.00)
5) You may email your applications with your online payment receipt to WVBPS@wv.gov. To pay your application fee by credit card, please use the online payment link on our website: wvbps.wv.gov. (Scroll to the bottom of the homepage and look to the right side of the screen. You should see "WVBPS Payment Link")