



New Jersey Office of the Attorney General
Division of Consumer Affairs
State Board of Professional Engineers and Land Surveyors
124 Halsey Street, 3rd Floor, P.O. Box 45015
Newark, New Jersey 07101
(973) 504-6460

Professional Engineers and Land Surveyors

Re: Certificate of Authorization

Please be advised that any corporation (except a professional service corporation established pursuant to the "Professional Service Corporation Act, N.J.S.A. 14A:17 et seq.) offering or providing professional engineering and/or land surveying services in the State of New Jersey **must obtain a Certificate of Authorization** from the State Board of Professional Engineers and Land Surveyors to perform these functions. Any corporation offering or providing said services without the requisite Certificate of Authorization is in violation of N.J.S.A. 45:8-56.

Very truly yours,

Ileana Botelho
Acting Executive Director
State Board of Professional Engineers
and Land Surveyors



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Certificate of Authorization Instruction Sheet

The form must be typed or printed clearly. Separate sheets of paper may be used for additional information. **Please provide a telephone number and an email address.**

- A nonrefundable application fee of \$120.00, made payable to the State Board of Professional Engineers and Land Surveyors, must be submitted with the application. Applications received after the first year of a biennial renewal period require a one-year registration fee of \$60.00.
- A notary seal is required on page two of the form. You must also provide the signatures of the New Jersey licensee who is in "responsible charge" and a corporate officer where indicated.
- **Domestic corporations (New Jersey corporations) must** submit a certified copy of the Certificate of Formation or Incorporation, and a copy of the most current annual report with all applications. Both documents are issued from the Division of Revenue in the New Jersey Department of the Treasury. To obtain the certificate, call (609) 292-9292 or log onto www.nj.gov/njbgs.
- **Foreign corporations (out of state corporations) must** present a certified copy of the Certificate of Formation or Incorporation issued by the home state. Also, **submit** a certified copy of a Certificate of Authority to do business in New Jersey, issued by the Division of Revenue in the New Jersey Department of the Treasury and a current Annual Report. To obtain both certificates, complete an application for Public Records Filing for New Business Entities, call (609) 292-9292 or log onto www.nj.gov/njbgs. A copy of the most current annual report filed with Division of Revenue **must** be submitted with every application.
- **Contract Requirement** - Pursuant to N.J.A.C.13:40-10.3, Any business corporation or limited liability company that does not have an officer or employee who is in responsible charge and is licensed as a professional engineer and/or professional land surveyor in this State and which offers or renders such services shall, prior to the offer or rendering of any such service, have a written contract with a New Jersey licensed professional engineer or licensed professional land surveyor. Such written contract shall clearly indicate the licensee to be in responsible charge of the engineering or land surveying services.

Any changes (corporate address, address of record, if different, professional engineer and/or land surveyor in responsible charge, corporate officers, etc.) must be reported in writing within 30 days of the change.

- Return the Certificate of Authorization application to the address below.

STATE BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS
P.O. BOX 45015
NEWARK, NJ 07101

- Once your Certificate of Authorization application has been approved, you will be issued a certificate number. This certificate number **must** be indicated on your Title Block, Plans and Letterhead.

NOTE: Applications not signed, notarized, dated or received without required documentation will be returned.

PLEASE INDICATE A DESIGNATED RESPONSIBLE-CHARGE LICENSEE AS THE CONTACT PERSON WHO WILL RECEIVE ALL CORRESPONDENCE FROM THE BOARD.

