

Payment Coupon

Failure to include the coupon below may result in a delay in the processing of your application.

Be sure to detach the coupon below and include it with your payment and application.

Texas Board of Professional Engineers and Land Surveyors

Professional Land Surveyor Application Payment

Name (Please print)	Social Security Number	Email Address	Amount Due \$80.00
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Please do not write in this area.

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Application Information Checklist

For an application to be considered complete, you must include the following items.

Note that Staff will not begin processing your application until items 1 through 3 have been received.

Items 1 through 3 must be sent to the board from the APPLICANT:

- 1) Complete the application form in its entirety.
- 2) Original Supplementary Experience Record (SER) - Signed by the APPLICANT ONLY *
 - 1) Submit one complete copy of your SER with your application form.
 - 2) Provide copies of the SER to the professional land surveyor reference providers to co-sign (See 5 and 6 below).
- 3) \$80 Application Fee (Don't forget the payment coupon with your check or money order).

Item 4 must be sent directly to the Board from the EDUCATIONAL INSTITUTION:

- 4) Transcript(s) * Effective September 1, 2019, official transcripts will be kept on file at the Board, and a Texas SIT may request their use when filing the registered professional land surveyor application.

Items 5 and 6 must be sent to the Board by one of the following methods:

- Collected by the applicant and sent in all at once with the application.
 - Sent directly to the TBPELS by the reference providers themselves.
(See Board Rules 134.51 and 134.53 for information about the references that are required).
- 5) A minimum of three completed Reference Statement Forms signed by professional land surveyor reference providers. *

Each Professional Land Surveyor Reference Provider is REQUIRED to:

- Place co-signed copy of SER and Reference Statement Form in an envelope and seal it.
- SIGN the flap of the envelope.
- Place a piece of transparent tape over the signature for confidentiality.
- Include a copy of pocket card or other proof of your licensure or registration if you are not a registered or licensed professional land surveyor in Texas.

- 6) Copy of SER signed by the applicant and co-signed by the professional land surveyor reference provider. *
- 7) All applicants must comply with the criminal history record check requirements. See Board Rule 134.21 and Section 1001.272 of the Texas Occupations Code. Refer to the website: <https://pels.texas.gov/recordcheck.html> for additional information.

8) Include the following if applicable:

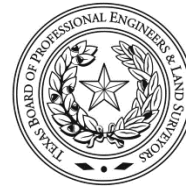
Send with the application:

- a) Verification of Legal Name Change (due to marriage, immigration, etc.).
- b) Proof of TOEFL or signed statement from employer of proficiency in written and spoken English.
- c) Completed Criminal History Form and copies of information related to Criminal Incidents.

Send directly from Issuing Institution:

- d) Verification of Examinations (Fundamentals of Surveying Exam and/or Professional Land Surveying Exam). *
- e) Verification of Current License or Registration as a professional land surveyor in another jurisdiction. *
- f) Commercial Evaluation of Non-Accredited Degree, and English translation. *

*** You may submit NCEES Council Record (<http://ncees.org/records/>) in lieu of items marked with an asterisk. However, please fill out the information when requested on the application.**



APPLICATION FOR REGISTRATION AS A PROFESSIONAL LAND SURVEYOR (Also Use this Form For Reciprocal Applications)

NOTE: All information on this form is subject to verification by the Board.

IMPORTANT-Do not complete this form until you have read and thoroughly understood the instructions and the requirements for Registration. Refer to the [TBPE Law and Rules](#) for references to specific rules. All information provided by you on this form must be TYPEWRITTEN (Handwritten applications will not be accepted.) Do not leave any section blank. State "not applicable" or "none" if such is the case. Omission of any information requested in any section of this application without satisfactory explanation may prevent the processing of your application. Only one copy of each form in the application packet has been provided. Please make additional copies as required. The application fee is \$80.00. Payment must be submitted with your application and be made by check or money order. Cash will not be accepted.

1. GENERAL INFORMATION

1. I am a: Texas resident currently licensed or registered land surveyor in another jurisdiction not applicable

2. United States Citizen? Yes No If no, give: INS status Card No.

3. Are you a military service member, military spouse, or military veteran? Yes No

If you answered yes, you may qualify for a fee exemption. In order to qualify for this exemption, you will need to provide verification. Refer to <http://pels.texas.gov/military.html>.

4. Full Legal Name: [Click here to enter text.](#)

(First)

(Middle, if initial only- "IO", if None

(Last) (Suffix)

Mr. Ms. Dr. "NMI" Maiden Name

Name changes must be supported by a copy of the legal document.)

5. Social Security Number:

Date of Birth:

6. Addresses: (Your residence address will be the address of record for all Board correspondence.) If your address changes during the licensure process, please notify the Board using the following page: <http://pels.texas.gov/change>

E-mail Address:

Residence:

Street:

City, State, Zip:

Telephone No:

Fax No:

Employer:

Firm Name:

Street:

City, State, Zip:

Telephone No:

Fax No:

7. Have you ever been denied a registration in Texas? No Yes

This includes denial for failure to pass the Registered Professional Land Surveyor examination within the prescribed time period.

8. Have you previously been issued a registration in Texas? No Yes

Registration No

Expiration Date:

9. Has the Texas Board of Professional Engineers and Land Surveyors or the Texas Board of Professional Land Surveying ever taken disciplinary or administrative action against you? No Yes.

10. Has any other State's surveying licensing board ever taken disciplinary or administrative action against you? No Yes

Please describe, and provide copies of documentation.

4. EXPERIENCE

List below in chronological order, all places of employment or unemployment. If you hold the Texas Surveyor in Training (SIT) certification, start with the date of passing the Fundamentals of Surveying (FS) exam up to the current date. If you are registered or licensed as a professional land surveyor in another jurisdiction, start with your first employment up to the current date. **Please account for all periods of time.** Your earliest employment is Engagement 1, 2, ..., etc. to the current date. An engagement is one employer. A change in employer is a new engagement. **DIFFERENT PROJECTS, SUPERVISORS, OR POSITIONS/PROMOTIONS HELD IN THE SAME CAPACITY FOR ONE EMPLOYER ARE NOT CONSIDERED SEPARATE ENGAGEMENTS. DO NOT LIST CONCURRENT OR OVERLAPPING ENGAGEMENTS. IF NECESSARY TO DO SO, CONCURRENT AND OVERLAPPING ENGAGEMENTS MUST BE EXPLAINED ON A SEPARATE SHEET OF PAPER.**

Professional Surveying Experience

Sub-Professional Work includes, but is not limited to, the time spent as chain man, rod man, instrument man, statistician, recorder, draftsman, or similar work; and also the time spent on work where the personal responsibility and technical knowledge required are minimal, for example, minor positions in which the task is set and supervised by a superior.

Professional Land Surveying Work must be boundary land surveying work, and must be performed by a Registered or Licensed Professional Land Surveyor or under the direct supervision of a Registered Professional Land Surveyor. See the Definition of Professional surveying in Section 1071.002 (6) of the Texas Land Surveying Practice Act. See Board rules 134.41 and 134.43. Separate your time by SUB-PROFESSIONAL TIME experience and PROFESSIONAL SURVEYING TIME experience under each employment. The Texas Land Surveying Practice Act does not allow credit for any aspect of engineering and no credit will be given to any time spent in engineering.

Provide the name, address, and telephone number of someone familiar with your work for each engagement, preferably the person to whom you reported. If you were unemployed, provide the name of an individual who can verify your status. If you are/were self-employed, do not give yourself as a reference, but give the name and address of someone familiar with your work. Each of the individuals listed may be contacted; therefore, it is important that you furnish a complete mailing address, zip code and phone number.

Give the current date under "To" on latest engagement. **DO NOT** use "PRESENT".

DATES (List From and To in Month and Date Format)	EMPLOYMENT (Name, Address and Position Held)	SUB- PROFESSIONAL TIME (List Years and Months)	PROFESSIONAL SURVEYING TIME (List Years and Months)	NAME, TELEPHONE NUMBER AND PRESENT ADDRESS OF PERSON WHO CAN VERIFY EMPLOYMENT OR UNEMPLOYMENT

Total Time This Page SUB-PROFESSIONAL TIME:

PROFESSIONAL SURVEYING TIME:

4. Experience (Continued – Optional Page if Needed)

DATES (List From and To in Month and Date Format)	EMPLOYMENT (Name, Address and Position Held)	SUB- PROFESSIONAL TIME (List Years and Months)	PROFESSIONAL SURVEYING TIME (List Years and Months)	NAME, TELEPHONE NUMBER AND PRESENT ADDRESS OF PERSON WHO CAN VERIFY EMPLOYMENT OR UNEMPLOYMENT

**Total Time This Page SUB-PROFESSIONAL TIME:
PROFESSIONAL SURVEYING TIME:**

5. EDUCATION

*** Note: If you provide the NCEES record, you will not need to provide transcripts indicated by an asterisk. However, please complete the information on this form.**

Indicate Degrees:

Notify all institutions listed below will need to send in official transcripts in accordance with Board Rule 134.35.*

Effective September 1, 2019, official transcripts will be kept on file at the Board, and a Texas SIT may request their use when filing the registered professional land surveyor application.

Degree Program	Degree (Associate, BS, MS, PhD)	Date Conferred	Full Name and Location (City and State) of College/ University	Dates of Attendance
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Do not provide original transcripts in your possession. Such documents are not acceptable and the Board will not be responsible for returning them to you.

6. AFFIDAVIT

I affirm that I am the applicant named in the foregoing instrument, that I have read the contents thereof, and that the foregoing statements are true and complete in all respects. I have obtained a copy of, have read and agree to abide by the Texas Land Surveying Practice Act (Section 1071) and the Board Rules. I believe that I meet the statutory requirements of the section of the Act under which I am applying for registration in the State of Texas.

Signature of Applicant

Date

Comments: (Optional):