

## **TEXAS BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS**

### **INSTRUCTIONS FOR COMPLETING THE LAND SURVEYOR REFERENCE STATEMENT**

#### **TO THE APPLICANT:**

Complete the top portion of the Reference Statement Form -- Employment Engagement Number, Firm/Company Name, Dates of Employment, and Applicant's Full Legal Name.

Send a copy of the applicable portion of the Supplementary Experience Record (SER) and this form to the registered or licensed professional land surveyors who will verify the boundary land surveying experience documented in the SER [Refer to Board Rules 134.41 and 134.43]. Each boundary land surveying engagement claimed to meet the minimum years of boundary land surveying experience required must be verified by a registered or licensed professional land surveyor reference. Instruct the professional land surveyor references to evaluate your experience record and complete this form in the manner described below. Your reference provider must return these completed items to you in a sealed envelope that has been prepared in accordance with the instructions. Submit these sealed statements to the Board with your application.

#### **TO THE REFERENCE WRITER:**

1. All reference providers must be licensed or registered professional land surveyors, and must have personal knowledge of the applicant's boundary land surveying experience and qualifications. You must complete the Reference Statement Form to verify the boundary land surveying experience described in the Supplementary Experience Record (SER) [Refer to Board Rules 134.41 and 134.43]. You must complete all questions on the Reference Statement Form. If necessary, continue explanations and comments on another sheet of paper. You must co-sign applicable pages or portions of the SER to verify the applicant's boundary land surveying experience.
2. Place the completed Reference Statement Form and the co-signed SER in an envelope. Sign your name across the closure flap and place transparent tape over your signature. If you are a licensed or registered surveyor, not in Texas, but in another State, you must include a copy of your pocket card, or other verification to show that your land surveyor registration or license is current.
3. Return the properly sealed envelope to the applicant, or send directly to the Board.

The Reference Statement Form and the co-signed SER are confidential and are not classified as public documents under the Texas Public Information Act, and thus are not subject to discovery, subpoena, or other disclosure by the applicant or anyone else.