

**INSTRUCTIONS FOR COMPLETING THE  
ENGINEERING CERTIFICATE OF  
AUTHORIZATION APPLICATION FORM (4/15)**

**Code Authority**

Mississippi Code 73-13-3 provides that as of January 1, 2005 a Certificate of Authorization shall be required by a corporation, firm or partnership offering engineering and/or surveying services in Mississippi. An individual licensee practicing in his own name as a sole proprietorship is not required to register under this section.

The Law further provides that a corporation, firm, partnership, LLC or PLLC desiring a Certificate of Authority shall file with the Board an application furnishing the information required under Section 73-13-43 and/or 73-13-105, and, if all the requirements are met, the Board shall issue to such corporation, firm or partnership a Certificate of Authorization. Certificates of Authorization expire on December 31 of each year and may be renewed annually.

**Fees**

Effective January 1, 2005 the application and/or relicensure fee for a Certificate of Authorization has been set by the Board at \$100.00. A check (personal or cashier's) or money order in the amount of \$100.00 must accompany the application form. No cash shall be accepted.

The application and check should be mailed to:

Mississippi Board of Licensure for  
Professional Engineers & Surveyors  
660 North Street, Suite 400  
Jackson, MS 39202

If you send your application by another means, please give the delivery company our phone number, which is 601-359-6160.

**Requirements**

The corporation, firm, partnership, LLC or PLLC should be familiar with Sections 73-13-3 and 73-13-43 and/or 73-13-105 of the Mississippi Code as well as the Code of Professional Conduct regarding the requirements for Certificate of Authorization and the responsibilities of an engineering/surveying firm in the State of Mississippi.

The individual licensees acting as agents, employees, officers, partners of corporations, firms, or partnerships should be familiar with Sections 73-13-3 and 73-13-43 and/or 73-13-105 of the Mississippi Code as well as the Code of Professional Conduct regarding the requirements for Certificate of Authorization and the responsibilities of an engineering/surveying firm in the State of Mississippi.

**Annual Renewal**

Certificates of Authorization expire on December 31 and shall be renewed annually. It shall be unlawful for a corporation, firm or partnership to practice, offer to practice, or hold itself out as qualified to practice engineering/surveying following the expiration of said Certificate of Authorization. After a lapse of more than six months, an application for **Relicensure** shall be required.

In the event there is a change in any of the persons listed during the year, such changes shall be designated on the same application form and filed with the Board by the corporation, firm, or partnership within thirty (30) days after the effective date of such changes. No fee shall be charged for filing this amended form.

(continued on next page)

# INSTRUCTIONS FOR COMPLETING THE ENGINEERING CERTIFICATE OF AUTHORIZATION APPLICATION FORM

Note: The application cannot be processed until the licensee who signs under item 3 is currently licensed in Mississippi. Furthermore, **a Professional Engineer who renders occasional, part-time, or consulting engineering services to a corporation, firm, partnership, LLC or PLLC may not be designated as being responsible for the professional activities of the firm. APPLICATIONS MUST BE TYPED, USING YOUR COMPUTER OR A TYPEWRITER; HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED FOR PROCESSING.**

**Question 1:** Furnish name of business, address, and telephone number of principal office.

If not, a primary officer of the corporation/firm must approve the designation of the Mississippi licensee as Principal Engineer.

**Question 2:** Indicate type of business, whether engineering or surveying. A separate COA is required for each service.

Completion of this question is not required of a partnership.

**Question 3:** Identify which Professional Engineer, currently licensed in Mississippi, has been designated by your corporation, firm or partnership as the Principal Engineer, or acting on behalf of your corporation or firm. Note the definition of Principal Engineer.

**Question 5:** List all partners. List Mississippi PE License Numbers where applicable. The Designating Authority signature may be left blank if the Principal Engineer whose signature appears in item 3 is also a partner of the partnership. If not, a partner must approve the designation of the Mississippi licensee as Principal Engineer.

The application must be signed by the designated Mississippi Principal PE. The designated licensee must respond to the questions regarding previous disciplinary actions, felony convictions, and nolo contendere pleas, and should attach explanations and copies of orders as appropriate. Be sure to include proof that all stipulations of disciplinary orders or legal convictions have been met.

Completion of this question is not required of a firm or corporation.

If you are not applying for an initial (first time) COA but instead you are submitting an *amended* COA application in order to renew it for another year, the designated licensee only needs to report any disciplinary actions, felony convictions and nolo contendere pleas that have occurred *since the firm's last annual renewal*.

***Supplemental sheets may be submitted if additional space is required in answering certain questions.***

**Question 4:** List the names and titles of all primary officers. List the Mississippi License Numbers where applicable. Primary Officers shall be defined as President, Vice-President and Secretary. The Designating Authority signature may be left blank if the Principal Engineer whose signature appears in item 3 is also a primary officer of the corporation or firm.

Mississippi Board of Licensure  
for Professional Engineers and Surveyors  
660 North Street, Suite 400  
Jackson, MS 39202  
(601) 359-6160 Fax (601) 359-6159  
[www.pepls.state.ms.us](http://www.pepls.state.ms.us)

Received: \_\_\_\_\_  
Fee: \_\_\_\_\_  
COA No.: E - \_\_\_\_\_  
Date Issued: \_\_\_\_\_

**ENGINEERING**  
**CERTIFICATE OF AUTHORITY**  
**Application Form**

**Fee Schedule:**  
Original/Relicensure Fee \$100.00  
Renewal Fees \$50 online;  
\$75 by mail  
Amended Application - no fee due

This  original  relicensure  amended  renewal application is hereby made for authorization to offer **Engineering Services** in the State of Mississippi as a:

Corporation  Firm  Partnership  Professional Association  LLC  LLP  Other

1. **Name of Business:** \_\_\_\_\_

**Mailing Address of principal office:** \_\_\_\_\_

**Phone:** ( ) - **Fax:** ( ) -

2. **Type of services offered :**  Engineering  Other (Please specify) \_\_\_\_\_

(If you offer surveying services, a separate certificate of authority is required under Title 73, Chapter 13, Mississippi Code of 1972. Forms are available on the website.)

Please furnish the Mississippi Surveying COA number, if offering surveying services: COA S-\_\_\_\_\_

3. **Designated Principal Engineer:** \_\_\_\_\_ **Title:** \_\_\_\_\_

*(This must be a currently licensed Mississippi Professional Engineer\* who is an employee and who has been designated by the firm, corporation, or partnership as a Principal Engineer acting on behalf of the firm, corporation, or partnership. The Board considers a Principal Engineer to be a senior technical employee who is a licensed Professional Engineer and who makes significant technical and/or contractual judgments on behalf of the firm which would affect the firm's professional reputation and liability.)*

As the designated Mississippi Professional Engineer Principal, I am currently in good standing with the Board. I further certify by my signature that the information contained in this form is correct.

\_\_\_\_\_  
**Signature of designated Mississippi PE Principal**      **Miss. PE Lic. No.**      **Date**

Have you ever been disciplined by any state licensing authority? \_\_\_\_\_ \*\*

Have you been convicted of a felony OR pleaded "nolo contendere" to a criminal charge? \_\_\_\_\_ \*\*

\*\* If you answered 'yes', explain on a separate sheet and label: Addendum.

