

South Carolina State Board of Registration for Professional Engineers and Surveyors

Instructions for Completing an Amended Certificate of Authorization Application

Notice to Applicants: All information must be clear and legible. If handwritten, applicants must use *black ink*. There is no charge for an amended Certificate of Authorization (COA).

Complete all Sections as instructed below:

SECTION I. Type of Organization:

Complete this section only if it changes from the original application. However, if Business Corporation, Partnership, Professional Corporation, Limited Liability Company or Limited Liability Partnership, a Tax ID Number must be furnished or application cannot be processed. If Non-Exempt Proprietorship, a Social Security Number must be furnished or application cannot be processed.

SECTION II. Business, Name & Address:

Complete this section. Give business name, complete mailing address, e-mail, telephone and fax. If the firm name has changed, please also show previous name on line just below telephone and fax number.

SECTION III. Branch Office Locations:

Complete this section only if it changes from the original application. Give complete address, telephone number, and fax number for new branch offices that will offer engineering and/or surveying services in South Carolina. Each branch office must have a South Carolina Registered Professional Engineer within the office to offer engineering services and a Registered Surveyor in order to offer surveying services in South Carolina.

SECTION IV. State of Original Incorporation:

Make any necessary changes. If your firm has a name change and you are an out of state firm, you will first need to file with SC Secretary of State's Office for a name change. Once they make the name change, they will send you a new certificate. You will need to send us a copy of that certificate along with the Amended COA Application. You can reach the SC Secretary of State's office at (803) 734-2158 or www.scsos.com.

SECTION V. Professional Services Offered Directly by Organization:

Make changes only to add or delete services.

SECTION VI. Identify South Carolina Licensed PE or LS with Corporate Responsibility for the SC engineering and/or surveying services provided by the main and each branch office location providing such services:

If the firm is changing the PE or LS in responsible charge, this section must be completed. List the name, office location, SC Registration No., and indicate whether a PE or LS.

SECTION VII. Miscellaneous Information:

Answer all questions. If the answer to any of these questions is yes, please explain on a supplemental sheet.

SECTION VIII. Affidavit:

This document must be signed and notarized.