

South Carolina State Board of Registration for Professional Engineers and Surveyors

Instructions for Completing an Original Certificate of Authorization Application

NOTE: IF YOU ARE AN OUT OF STATE CORPORATION, THE CERTIFICATE OF AUTHORIZATION (COA) APPLICATION MUST BE ACCOMPANIED BY THE CERTIFICATE OF AUTHORITY ISSUED BY THE [SOUTH CAROLINA SECRETARY OF STATE'S OFFICE](#). (SEE ATTACHED FLOW CHARTS.)

Notice to Applicants: Applications will be returned if not completed in accordance with the instructions listed below. All information must be clear and legible. If hand written, applicants must use **black ink**.

Fees: The required fee (\$115.00) must accompany the application. **ATTENTION CHECK WRITERS!** We gladly accept your checks. When you provide a check as payment, you authorize us to use information from the check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction. You authorize us to collect a fee through electronic fund transfer from your account if your payment is returned unpaid.

COMPLETE SECTIONS I – VIII as instructed below:

SECTION I. Type of Organization:

Identify type of corporation (Business Corporation, Partnership, Professional Corporation, Non-Exempt Proprietorship, Limited Liability Company, or Limited Liability Partnership). 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 Names (Principal Address):

List complete business name, mailing address, physical address, e-mail, telephone and fax.

SECTION III. Branch Office Locations:

List only branch offices that will offer engineering and/or surveying services in South Carolina. List complete mailing addresses, e-mail, telephone and fax numbers for each branch.

SECTION IV. State of Original Incorporation:

List the state and the date of original incorporation. If you have additional questions concerning Secretary of State registration, please contact the Office of the South Carolina Secretary of State at (803) 734-2158 or <http://www.scsos.com>.

SECTION V. Professional Services Offered Directly by Organization:

Check all services offered.

SECTION VI. Identify SC Licensed PE or LS with Corporate Responsibility:

Furnish the name of the individual who is a SC PE who will be the "Engineer in Responsible Charge". Indicate location of the office where the individual is in charge, and the individual's SC PE or LS License Number.

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:

Complete the Affidavit Section and have it signed by an officer of the firm and notarized.

Additional information may be obtained by contacting Miriam Berry, COA Coordinator, at (803) 896-4416 or berry@llr.sc.gov.

IS YOUR FIRM A PROFESSIONAL CORPORATION? (PC)

Yes

Step #1

Note: An employee of the firm must first be licensed as an engineer/surveyor in South Carolina before submitting forms to the S.C. Secretary of State's Office.

Submit the following to the S.C. Secretary of State's Office:

1. *S.C. Secretary of State form, "Application by a Foreign Professional Corporation to Transact Business".
2. Application Fee of \$135 made payable to the Secretary of State.
3. CL-1, Initial Annual Report of Corporations
4. Certificate of Existence from your state's Secretary of State. Must be current (within 30 days).

*The Secretary of State requires that you provide a Registered Agent for Due Process with a physical address in SC for receipt of correspondence should that be necessary. Post Office boxes are not acceptable. If you know someone who will allow you to use his/her address, you may do so. However, they must sign the form agreeing to serve. Or you may contact C.T. Corporation at 1-800-241-8922, Registered Agent Solutions 1-800-246-2677 or Prentice Hall Corporation 1-800-241-5834 who will serve as your registered agent for a fee.

Step #2

SC Secretary of State sends you a Certificate of Authority to Transact Business in SC.

Step #3

Send the following to the SC Board of Engineers

1. Copy of Certificate of Authority from the SC Sec of State's Office
2. Completed, notarized and signed SC Application to License Firms, Corporations or Partnerships. (COA application)
3. Application fee of \$115 made payable to LLR – Engineering Board

IS YOUR FIRM A LIMITED LIABILITY PARTNERSHIP? (LLP)

Yes

Step #1

Note: An employee of the firm must first be licensed as an engineer/surveyor in South Carolina before submitting forms to the S.C. Secretary of State's Office.

Submit the following to the S.C. Secretary of State's Office:

5. *S.C. Secretary of State form, "Application by a Foreign Limited Liability Partnership to Transact Business"
6. Application Fee of \$110 made payable to the Secretary of State.
7. Certificate of Existence from your state's Secretary of State. Must be current (within 30 days).

*The Secretary of State requires that you provide a Registered Agent for Due Process with a physical address in SC for receipt of correspondence should that be necessary. Post Office boxes are not acceptable. If you know someone who will allow you to use his/her address, you may do so. However, they must sign the form agreeing to serve. Or you may contact C.T. Corporation at 1-800-241-8922, Registered Agent Solutions 1-800-246-2677 or Prentice Hall Corporation 1-800-241-5834 who will serve as your registered agent for a fee.

Step #2

SC Secretary of State sends you a Certificate of Authority to Transact Business in SC.

Step #3

Send the following to the SC Board of Engineers

4. Copy of Certificate of Authority from the SC Sec of State's Office
5. Completed, notarized and signed SC Application to License Firms, Corporations or Partnerships. (COA application)
6. Application fee of \$115 made payable to LLR – Engineering Board

IS YOUR FIRM A LIMITED LIABILITY COMPANY (LLC) OR PROFESSIONAL LIMITED LIABILITY COMPANY (PLLC)?

Yes

Step #1

Note: An employee of the firm must first be licensed as an engineer/surveyor in South Carolina before submitting forms to the S.C. Secretary of State's Office.

Submit the following to the S.C. Secretary of State's Office:

1. *S.C. Secretary of State form, "Application by Foreign Limited Liability Company."
2. Filing Fee of \$110 made payable to Secretary of State.

*The Secretary of State requires that you provide a Registered Agent for Due Process with a physical address in SC for receipt of correspondence should that be necessary. Post Office boxes are not acceptable. If you know someone who will allow you to use his/her address, you may do so. However, they must sign the form agreeing to serve. Or, you may contact C.T. Corporation at 1-800-241-8922, Registered Agent Solutions 1-800-246-2677 or Prentice Hall Corporation 1-800-241-5834 who will serve as your Registered Agent for a fee.

Step #2

SC Secretary of State sends you a Certificate of Authority to Transact Business in SC.

Step #3

Send the following to the SC Board of Engineers

1. Copy of Certificate of Authority from the SC Sec of State
2. Completed, notarized and signed SC Application to License Firms, Corporations or Partnerships (COA application)
3. Application fee of \$115 made payable to LLR – Engineering Board

IS YOUR FIRM IS GENERAL PARTNERSHIP OR NON-EXEMPT SOLE PROPRIETORSHIP?

Yes

Step #1

Note: An employee of the firm must first be licensed as an engineer/surveyor in South Carolina before submitting firm application forms to the SC Board of Engineers.

Submit the following to the SC Board of Engineers:

1. Completed, notarized and signed SC Application to License Firms, Corporations or Partnerships (COA application)
2. Application fee of \$115 made payable to LLR – Engineering Board.

IS YOUR FIRM A BUSINESS CORPORATION(INC) OR PROFESSIONAL ASSOCIATION (PA)?

Yes

Step #1

Note: An employee of the firm must first be licensed as an engineer/surveyor in South Carolina before submitting forms to the S.C. Secretary of State's Office.

Submit the following to the S.C. Secretary of State's Office:

3. *S.C. Secretary of State form, "Application by Foreign Corporation to Transact Business as a Foreign Corporation
4. CL1, Initial Annual Report of Corporations
5. Filing Fee of \$135 made payable to Secretary of State.

*The Secretary of State requires that you provide a physical address in SC for receipt of correspondence should that be necessary. Post Office boxes are not acceptable. If you know someone who will allow you to use his/her address, you may do so. However, they must sign the form agreeing to serve. Or you may contact one of the following companies CT Corporation at 1-800-241-8922, Registered Agent Solutions 1-800-246-2677 or Prentice Hall Corporation at 1-800-241-5843 who will serve as your Registered Agent for a fee.

Step #2

SC Secretary of State sends you a Certificate of Authority to Transact Business in SC.

Step #3

Send the following to the SC Board of Engineers

4. Copy of Certificate of Authority from the SC Secretary of State's Office
5. Completed, notarized and signed SC Application to License Firms, Corporations or Partnerships (COA application)
6. Application fee of \$115 made payable to LLR – Engineering Board.