



South Carolina Department of Labor, Licensing and Regulation
**South Carolina Board of Registration for
Professional Engineers and Surveyors**
110 Centerview Dr. • Columbia • SC • 29210
P.O. Box 11597 • Columbia • SC 29211-1597
Phone: 803-896-4422 • Contact.ENGLS@llr.sc.gov • Fax: 803-896-4427
llr.sc.gov/eng

INSTRUCTIONS FOR COMPLETING AN AMENDED CERTIFICATE OF AUTHORIZATION APPLICATION

Notice to Applicants: All information must be clear and legible. There is no charge for an amended Certificate of Authorization (COA).** **The completed application can be emailed to contact.engls@llr.sc.gov for processing.

Complete all Sections (if needed) as instructed below.

SECTION I. Type of Organization

Complete this section only if there are 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 indicate previous company name and/or “no change” on the line just below the telephone and fax number.

SECTION III. Branch Office Locations

Complete this section only if there are 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. Identify SC Licensed PE or LS with Corporate Responsibility

Complete this section only if there are changes from the original application. 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 V. Professional Services Offered Directly by Organization

Make changes only to add or delete services. If no change, leave blank.



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AMENDED CERTIFICATE OF AUTHORIZATION (COA) APPLICATION

I. Type of Organization: (Only sole proprietorships in which the firm's name is that of the licensed professional are exempt, i.e., John Smith, P.E.)

- | | |
|---|--|
| <input type="checkbox"/> Business Corporation | <input type="checkbox"/> Professional Corporation |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Non-Exempt Proprietorship |
| <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> No Change to the Structure | |

Tax Id Number: _____
Application cannot be processed without Tax ID Number:

Certificate of Authorization Number: _____

II. Business Information

Business Name: _____

Principal Address: _____

Email Address: _____

Telephone: _____ Fax: _____

(On line above, indicate previous company name and/or "no change" if company name remains the same from the original application.)

III. Branch Office Locations: (List all branches offering/providing Engineering and/or Surveying services in South Carolina if changed from original application.)

Company 1: _____

Phone: _____ Fax: _____ Email: _____

Company 1: _____

Phone: _____ Fax: _____ Email: _____

Company 1: _____

Phone: _____ Fax: _____ Email: _____

Add supplemental sheet if necessary

IV. Identify South Carolina licensed PE or LS with corporate responsibility for the SC engineering and/or surveying practices provided by main and each branch office location providing such services: (Attach additional sheets if necessary. An engineer must be responsible for engineering practice; a surveyor must be responsible for surveying practice.)

Name	Office Location	SC Registration No.	PE/LS

V. Professional Services Offered (Check all that apply.)

- Engineering
 Land Surveying
 Geodetic Surveying
 GIS Surveying
 Photogrammetry

Please indicate services being added or discontinued. If no change to original application, please leave blank.

Signature

Title

Print Name

Date