

**Board for Architects, Professional Engineers, Land Surveyors,
Certified Interior Designers and Landscape Architects
LAND SURVEYOR B INFORMATION SHEET**

All applicants must meet the current eligibility requirements at the time the completed application package is received at the Board office. Completed application packages must include all required documentation, references, verifications, and fees. All forms must be legible. It is the applicant's responsibility to ensure the Virginia Board receives the completed package prior to the established deadline. Submission of applications just prior to the deadline date may result in late notification of eligibility to sit for the scheduled examination. Review of incomplete applications and applications received after the examination application deadline will be deferred to the next examination cycle.

EXAMINATION ON BOARD REGULATIONS & STATUTES

Applicants for licensure or certification are required to read and understand the *Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations* prior to applying for licensure. Pursuant to Regulation 18VAC10-20-85, all applicants for licensure or certification must achieve a passing score on a Board-supplied examination pertaining to the Board's regulations and relevant statutes. After your application is received in the Board office, you will be sent an examination, which you are required to complete and return to the Board office for scoring; you will be notified if you do not achieve a passing score on this examination.

REQUIRED DOCUMENTATION

- a completed *Land Surveyor B License Application* and fee;
- completed *Experience Verification Forms* documenting two years of experience under the supervision of a licensed Land Surveyor B or Professional Engineer under Board regulation 18VAC10-20-320; and
- an official school transcript documenting successful completion of college level courses in hydraulics which are acceptable to the Board.
- If you are approved for the examination, you will receive an *Examination Scheduling Form*. The completed form and fee must be mailed to and received by the examination vendor by the established deadline.

EXPERIENCE

All experience must be documented on *Experience Verification Forms*. Any experience verified on forms other than those provided by the Department of Professional and Occupational Regulation will not be considered. Resumes are not acceptable. Refer to 18VAC10-20-340 of the Board Regulations for experience standards.



PRELIMINARY - PENDING APPROVAL

Board for Architects, Professional Engineers, Land Surveyors,
 Certified Interior Designers and Landscape Architects
LAND SURVEYOR B LICENSE APPLICATION
 Fee \$90.00

A check or money order payable to the TREASURER OF VIRGINIA,
 or a completed [credit card insert](#) must be mailed with your application package.
APPLICATION FEES ARE NOT REFUNDABLE.

All applicants are required to read and understand the *Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations* available at: www.dpor.virginia.gov prior to applying for licensure.

⇒ The date this completed application, fee, and all required supporting documentation are received in the Board office shall determine if an application has been received by the exam application deadline established by the Board.

1. What is your Virginia Land Surveyor License Number? Exp. Date _____

All Virginia Land Surveyor license holders must attach one (1) *Experience Verification Form* verifying two years of progressive Land Surveyor B experience under the supervision of a licensed Land Surveyor B or Professional Engineer; and two (2) official school transcripts documenting the successful completion of college level courses in hydraulics that are acceptable to the Board.

2. Have you ever held a Virginia Land Surveyor B License?

No

Yes If yes, provide your license number and expiration date below

VA License Number Expiration Date _____

❖ If yes and your license expired more than 6 months ago, but less than 5 years ago, you are required to reinstate your Virginia Land Surveyor License by completing a *Land Surveyor B License Reinstatement Application*. DO NOT COMPLETE THIS LICENSE APPLICATION.

❖ If yes and your license expired 5 or more years ago, you are required to reapply for licensure on this application and pay a reinstatement fee.

3. Full Legal Name (As it appears on your government issued ID or other legal documentation.)

 Last (required) First (required) Middle Generation

4. Provide at least one of the following identification numbers*:

Social Security Number and/or - -

Virginia DMV Control Number

➤ Enter the same identification number as used on examination, previous applications or licenses on file with the department.

* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the *Virginia* Department of Motor Vehicles.

5. Date of Birth _____
 MM/DD/YYYY

6. Maiden or Former Name(s) _____

PRELIMINARY - PENDING APPROVAL

OFFICE USE ONLY	DATE	FEE \$90	TRANS CODE 1005	ENTITY #	FILE #/LICENSE # 0404	ISSUE DATE
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7. Mailing Address (PO Box accepted) _____
The mailing address will be printed on the license. _____
City State Zip Code

8. Street Address (PO Box not accepted) Check here if Street Address is the same as the Mailing Address listed above.
PHYSICAL ADDRESS REQUIRED _____

City State Zip Code
⇒ If you are using your business address, please include business name, full street address and any floor or suite numbers.

9. Contact Numbers _____
Primary Telephone Alternate Telephone Fax

10. Email Address _____
Email address is considered a public record and will be disclosed upon request from a third party.

11. Have you ever taken the Virginia Land Surveyor B examination?
No
Yes If yes, provide the month and year of the exam: _____

12. Have you ever been subject to a **disciplinary action** taken by any (including Virginia) local, state or national regulatory body?
No
Yes If yes, complete the [Disciplinary Action Reporting Form](#).

13. A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **felony**? *Any plea of nolo contendere shall be considered a conviction.*
No
Yes If yes, complete the [Criminal Conviction Reporting Form](#).

B. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of a **misdemeanor** in the last 10 years? *Any plea of nolo contendere shall be considered a conviction.*
No
Yes If yes, complete the [Criminal Conviction Reporting Form](#).

14. By signing this application, I certify the following statements:

- I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.
- I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration including, but not limited to any disciplinary action or conviction of a felony or misdemeanor (in any jurisdiction).
- I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the department may contact. I also agree to present any credentials or documents required or requested by the Department.
- I authorize any federal, state or local government agency, current or former employer, or other individual or business to release information which may be required for a background investigation.
- I have read, understand and complied with all the laws of Virginia related to this profession under the provisions of Title 54.1, Chapter 4, of the Code of Virginia and the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations.

Signature _____ Date _____

