

Thank you for pursuing engineering and/or surveying firm licensure in the State of Mississippi. **The COA application is now an online submittal.**

Start your application on our website homepage.

Look for the following:



Select Application type to begin the application process and click on Next

- ☐ Professional Engineer
- ☐ Engineer Intern (FE Exam)
- ☐ Certificate of Authority

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The COA application instructions are attached.

Thank you for your commitment to engineering and / or surveying licensure in the State of Mississippi.



INSTRUCTIONS FOR COMPLETING THE SURVEYING CERTIFICATE OF AUTHORIZATION APPLICATION FORM (10/23)

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 or partnership 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 October 1, 2023, the application and /or relicensure fee for a Certificate of Authorization has been set by the Board at \$200.00. This fee is now payable online with the COA application submittal.

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You can pay by check or money order. A receipt will be provided by a third party vendor.

Requirements

The corporation, firm or partnership 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.

Biennial 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 SURVEYING CERTIFICATE OF AUTHORIZATION APPLICATION FORM

Note: The application cannot be processed until the licensee who signs under items 3 or 5 is licensed and current. Furthermore, **a Professional Surveyor who renders occasional, part-time, or consulting surveying services to a corporation, firm, or partnership may not be designated as being responsible for the professional activities of the firm.**

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

applicable. Primary Officers shall be defined as President, Vice-President and Secretary.

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 PS, currently licensed in Mississippi, has been designated by your corporation or firm as the Principal Surveyor acting on behalf of your corporation or firm. **The Designated Principal Surveyor should be a principal officer (President, Vice-President, or Secretary) or partner in the firm.** If the Designated Principal Surveyor is neither the President, a Vice-President, Secretary, Partner, or Member (for an LLC), then you must enclose a copy of a **Corporate Resolution** verifying that this Professional Surveyor makes significant technical and/or contractual judgments on behalf of the firm which would affect the firm's professional reputation and liability.

Question 5: List all partners. List Mississippi PS License Numbers where applicable.

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

The application must be signed by the Mississippi Principal PS. The designated PS 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.

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*.

Completion of this question is not required of a partnership.

Question 4: List the names and titles of all primary officers. List the Mississippi License Numbers where