

PENNSYLVANIA

INSTRUCTIONS

PENNSYLVANIA

STATE REGISTRATION BOARD FOR PROFESSIONAL ENGINEERS,  
LAND SURVEYORS AND GEOLOGISTS

**Mailing Address:**

Engineer Board  
P.O. Box 2649  
Harrisburg, PA 17105-2649

Tel: 717.783.7049 Fax: 717.705.5540

E-Mail: [st-engineer@state.pa.us](mailto:st-engineer@state.pa.us)Website: [www.dos.state.pa.us/eng](http://www.dos.state.pa.us/eng)**Courier Address:**

Engineer Board  
2601 North Third Street  
Harrisburg, PA 17110

## CORPORATE / FICTITIOUS NAME REGISTRATION APPLICATION

Approval is for the use of a company NAME containing the word  
"ENGINEER" or "SURVEY" or "GEOLOGY" (or any form thereof).

1. Approval by the Board is **NOT** required if any of the above three words, or any form thereof, do NOT appear in the company name. In this case, an application is not necessary.

If the company name does include any of the words listed above, or any form thereof, **AND** the company does NOT perform engineering, land surveying or the practice of geology – you need only to complete Sections 1, 2, 3 and 5 (no seal required) of the application.

2. The person named in Item #4 on the application **MUST** be licensed in Pennsylvania. **PRINCIPAL** is defined as a directing head or employee of firm or corporation in responsible charge of its activities and whose name, seal and signature, along with the date of the signature, shall be stamped on all plans, specifications, plats and reports issued by such firm or corporation.

***THE LICENSED PROFESSION MUST COINCIDE WITH THE "WORD" APPEARING IN THE COMPANY NAME.***

3. Item #5 must be signed and dated by the applicant.
4. The applicant **MUST** affix his professional seal in Block #6. If this is not done, the application will be returned.
5. Submit with the application a check or money order in the amount of \$25 payable to "*Commonwealth of Pennsylvania*" and mail to the above address.
6. Allow approximately 4 weeks for processing. Do **NOT** contact the Board office prior to the 4-week period regarding the status of your application. Mail your application "Certified-Return Receipt" for proof of receipt.

**NOTE:** A processing fee of \$20.00 will be assessed for any fee returned unpaid, regardless of the reason for non-payment. Notification (Certificate) of approval of the Corporate/Fictitious name will be sent to the applicant.  
This Certificate **MUST** be included with other documents being submitted to the Corporation Bureau, 308 North Office Building, Harrisburg, PA 17120.

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**CORPORATE / FICTITIOUS NAME REGISTRATION APPLICATION - \$25**

Must be typed or printed in blue or black ink.

1. Name of Company:

Street Address:

City, State, Zip:

E-Mail &amp; Daytime Phone:

Name of Company Owner:

2. Name is (Check One):

Corporate Name

Fictitious Name

3. What type of service is the business providing?:

Circle one:    Engineering  
                  Land Surveying  
                  Geological  
                  None of the above

If 'none of the above' is circled, please explain the use of the word 'engineer' 'surveyor' or 'geologist' for the purpose of your business:

If the purpose does NOT involve the practice of engineering, land surveying or geology – ONLY complete Sections 1, 2, 3 & 5 (seal not required).

4. Complete the information below for the individual who is a PRINCIPAL of the company and is licensed in Pennsylvania. (See #2 on the Instructions Page)

Name of Principal: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

License Number: \_\_\_\_\_

5.

**VERIFICATION**

6. Affix Professional Seal Here ↓

By signing below, I verify that this form is in the original format as supplied by the Department of State and has not been altered or otherwise modified in any way. I am aware of the criminal penalties for tampering with public records or information pursuant to 18 Pa. C.S. §4911.

Additionally, I certify that the statements in this application are true and correct to the best of my knowledge, information and belief, and that I am of good moral character. I understand that any false statement made is subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities and may result in the suspension or revocation of my license or certificate.

Printed Name of Applicant:

Applicant's Signature:

Date: