

**CERTIFICATE OF AUTHORIZATION  
ANNUAL RENEWAL APPLICATION (Deadline for renewal is October 1)**

Firm or Business Name: \_\_\_\_\_

Preferred Mailing Address: \_\_\_\_\_

City, State and ZIP Code \_\_\_\_\_

**Please check box if this is a change of address**  E-mail: \_\_\_\_\_

**You must check one of the following and provide your license number:**

Certificate of Authorization license number: **PEL-EF-LIC-**\_\_\_\_\_

- The firm or business provides professional engineering services  
 The firm or business provides professional land surveying services  
 The firm or business provides both professional engineering and land surveying services

NOTE: You can renew your license on-line at <https://ebiz.mt.gov/pol> or complete this form and submit it with a check or money order made payable to the Board of PELS. **Do not send cash!**

**Renewal fee: \$25.00      Renewal fee if postmarked after October 1 of the renewal year: \$50.00**

In order to renew the Certificate of Authorization for one year:

1. You must answer the disciplinary question at the bottom of the form. (Your renewal will be returned if left unanswered.)
2. Return the signed renewal application and appropriate fee to the Board office postmarked by October 1 of the renewal year to avoid the late penalty fee.
3. Renewals postmarked after October 1st will be assessed a penalty fee of \$25.00, increasing the total amount to \$50.00.
4. A renewal form returned to the firm or business for any reason will be considered late if it is not re-submitted and postmarked by October 1 of the renewal year.
5. You must check a box below:

- Yes** Our firm or business is registered with the Montana Secretary of State and is good standing.  
 **No** Our firm or business is not registered or in good standing with the Montana Secretary of State.

6. Please list all licensees in responsible charge of the firm or business. At least one licensee must be listed for each professional service the firm provides, and all licensees must hold active licenses.

- 1.
- 2.
- 3.
- 4.

**Yes** \_\_\_ **No** \_\_\_ Have any legal or disciplinary actions been instituted against the firm or business since your last renewal? If so, please attach copies of the document that initiated each action and all final orders. Section 37-1-105 MCA, requires that you report this information. Failure to accurately furnish the information is grounds for denial or revocation of you license.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_