



BOARD FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS

2535 Capitol Oaks Drive, Suite 300, Sacramento, CA 95833-2944
(916) 263-2222 fax: (916) 263-2246
www.dca.ca.gov/pels



ORGANIZATION RECORD

(Pursuant to §§ 6738, 8729 or 8775.1 of the Business and Professions Code - see page 2)

Principal Office

Business Name, Address, and Telephone Number:

Blank lines for business name, address, and telephone number.

Type of Business:

Corporation [] Partnership [] Firm [] Other [] (Explain) _____

Business incorporated or organized in:

City _____ State _____
on:
month _____ date _____ year _____

Professional Services:

- [] Civil Engineering [] Land Surveyor
[] Electrical Engineering [] Other
[] Mechanical Engineering
[] Consulting Engineer

State the names and titles of ALL corporate officers or the names of ALL partners or members of the firm. At least one must be registered/licensed. Include his or her registration/license number.

Table with columns: Name, Title, Reg/Lic No.

State the names of the qualified persons who are in responsible charge of professional engineering, land surveying or photogrammetry at this business address:

Table with columns: Name, Discipline, Reg/Lic No.

I declare under penalty of perjury, that the information contained in this record is true and correct to the best of my knowledge and belief.

Date _____ Signature _____ Reg/Lic _____
NOTE: This form MUST be signed by one of the owners or officers of the business who is registered/licensed in California.

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California businesses that offer civil (including structural and geotechnical), electrical, or mechanical engineering and/or land surveying services must comply with the requirements described in Business and Professions Code sections 6738 and 8729 in order to offer and provide those engineering or surveying services. One of those requirements is that an appropriately licensed California engineer or land surveyor must sign the Organization Record form that is submitted to the Board. The licensee who signs the form must meet the following criteria.

Sole Proprietorships must be owned by an appropriately licensed California engineer or land surveyor who is in charge of the engineering or surveying practice of the business and who must sign the Organization Record form.

Partnerships must have a partner who is an appropriately licensed California engineer or land surveyor in charge of the engineering or surveying practice. A licensed partner must sign the Organization Record form.

Firms: The Board's Legal Counsel has advised that a firm is a name or title under which a company owned by two or more persons transacts business. One of the owners of the firm or company must be an appropriately licensed California engineer or land surveyor in charge of the engineering or surveying practice and must sign the Organization Record form.

Corporations: A corporation is a legal entity which is administered by its board of directors and corporate officers. A corporation which offers engineering or land surveying services must have a corporate officer who is an appropriately licensed California engineer or land surveyor in charge of the engineering or surveying practice of the business. That licensed corporate officer must sign the Organization Record form. It is not sufficient to have an appropriately licensed California professional engineer or land surveyor as a shareholder; the licensed engineer or land surveyor must be a corporate officer.

Out-of-State: An out-of-state business (sole proprietorship, partnership, firm) that has a branch office in California is required to have an appropriately licensed California engineer or land surveyor as an owner, partner, or part-owner in charge of the engineering or land surveying services being provided by the California branch office and who is physically present at the branch office on a regular basis. An out-of-state corporation that has a branch office in California is required to have an appropriately licensed California engineer or land surveyor who is a corporate officer (again, a shareholder is not sufficient) in charge of the engineering or land surveying services being provided at that branch office and who is physically present at the branch office on a regular basis.