

## INSTRUCTIONS FOR THE VERIFICATION OF REGISTRATION FORM

Each applicant for licensure by endorsement/examination as a Professional Engineer or Surveyor, or applicant transferring Engineering Intern or Surveying Intern certification must provide the Board with official verification(s) sent directly by the state Board(s) where he/she may hold a current license and where registration examinations were completed.

The blank "verification of registration" form provided may be downloaded and in accordance with these instructions mailed to the appropriate licensing jurisdictions(s) for completion.

### **PROCEDURE**

- A. Make sure to list the state(s) you will be sending a verification form to on Section 3 of the application.
- B. The following portions of the verification form must be completed by the applicant prior to mailing the verification to the verifying state Board:
1. "To" section: Include the name and mailing address of the verifying state board here;
  2. Complete your name, mailing address, social security number and date of birth, and;
  3. Provide your license/certification number to facilitate the verification of your license. The more information an applicant provides, the easier it will be for the board to retrieve your record.
- C. Applicant must distribute the form to the following state(s):
- Engineer Intern (EI) or Professional Engineer (PE) licensure**
1. Where applicant took and passed the 8-hour Fundamentals of Engineering (FE) examination, and/or;
  2. Where applicant took and passed the 8-hour Principles and Practice of Engineering (PE) examination, and/or;
  3. Where applicant holds a current license.
- Surveyor Intern (SI) or Professional Surveyor (PS) licensure**
1. Where applicant took and passed the 8-hour Fundamentals of Surveying (FS) examination, and/or;
  2. Where applicant took and passed any National Council of Examiners for Engineering and Surveying (NCEES) Principles and Practice of Surveying (PS) examination(s) and/or state examinations.
- D. The applicant needs to contact the verifying state(s) to see if they charge a fee for this service prior to mailing the verification form to that state.
- E. The applicant must provide each state with a stamped envelope, addressed to this Board for reply. This Board's mailing address is included on the verification form.
- F. This office must receive the completed verification forms directly from the verifying state(s). **COMPLETED VERIFICATION FORM(S) OR COPIES OF LICENSES WILL NOT BE ACCEPTED FROM THE APPLICANT.** The verification form(s) should be distributed only after the applicant has filed an application with this office. **DO NOT HAVE VERIFICATION FORM(S) MAILED TO THIS OFFICE BEFORE AN APPLICATION IS RECEIVED IN THIS OFFICE!**
- G. Applicants are responsible for ensuring their application files are complete. All documentation, including verification forms(s), should be received in this office by the appropriate deadline to ensure a complete application file. To inquire about the status of your application, call this office at (505) 476-4565.

# VERIFICATION OF REGISTRATION

FROM:

**NEW MEXICO STATE BOARD OF LICENSURE FOR  
PROFESSIONAL ENGINEERS & PROFESSIONAL SURVEYORS  
PO Box 1967, SANTA FE, NEW MEXICO 87504 (505) 476-4565**

TO: (Verifying State Board)

NAME	
ADDRESS	
CITY/STATE/ZIP	
SS#	DOB:
Email	Phone

I. THE ABOVE NAMED PERSON WAS LICENSED AS:

- PROFESSIONAL ENGINEER
- ENGINEER INTERN
- PROFESSIONAL SURVEYOR
- SURVEYOR INTERN

Cert. No.	Date Issued	Valid Until	Inactive
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

II. REGISTRATION WAS GRANTED BY:

1.  WRITTEN EXAMINATION: FE  
PE

Hours	Score	NCEES	Other	Exam Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Exam Engineering Discipline \_\_\_\_\_

- LSI
- PPLS (6-hrs.)
- PPLS I (4-hrs.)
- PPLS IIA (30hrs.)
- (Public Domain)
- LS (State/Regional)

2.  EIT/EI ACCEPTED FROM: \_\_\_\_\_ LSI/SI ACCEPTED FROM: \_\_\_\_\_
3.  ORAL EXAMINATION \_\_\_\_\_ Hours      4.  COMITY WITH: \_\_\_\_\_
5.  EDUCATION AND EXPERIENCE: \_\_\_\_\_ Yrs. Education      \_\_\_\_\_ Yrs. Experience
6.  OTHER: \_\_\_\_\_

III.  Has Applicant's License ever been Suspended or Revoked    Yes      No

If answer to above is YES, please supply full details of Board action \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

(BOARD SEAL)

IT IS ANTICIPATED THAT THOSE BOARDS WHICH REQUIRE A FEE FOR THIS VERIFICATION WILL SO NOTIFY THE APPLICANT.