



# UTAH DEPARTMENT OF COMMERCE

## Division of Occupational and Professional Licensing

### Professional Land Surveyor

#### APPLICANT INFORMATION

Full Legal Name: \_\_\_\_\_  
*First Middle Last*

All Previous Legal Names: \_\_\_\_\_

Other DOPL Licenses Held: \_\_\_\_\_

SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender:  Male  Female

Address: \_\_\_\_\_  
*Street Address (including Apt/Unit/Ste #) and/or PO Box*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please Select ONE:**

- I am a United States citizen OR a non-citizen of the United States who is lawfully present.
- I am a foreign national not physically present in the United States.
- None of the above, please explain: \_\_\_\_\_

**Driver License**

or State ID Card: \_\_\_\_\_  
*State of Issue License Number Expiration Date*

**NOTE:** If you do not hold a US Driver License or a US State ID, you must present a legible copy of your current and valid government issued document(s) showing evidence of lawful presence in the United States.

#### AFFIDAVIT AND RELEASE

1. I certify that I am qualified in all respects for the license for which I am applying in this application.
2. I certify that to the best of my knowledge, the information contained in the application and all supporting document(s) are true and correct, discloses all material facts regarding the applicant, and that I will update or correct the application as necessary, prior to any action on my application.
3. I authorize all persons, organizations, governmental agencies, or any others not specifically listed, which are set forth directly or by reference in this application, to release to the Division of Occupational and Professional Licensing, State of Utah, any files, records, or information of any type reasonably required for the Division to properly evaluate my qualifications for licensure/certification/registration by the State of Utah.
4. I understand that it is the continuing responsibility of applicants and licensees to read, understand, and apply the requirements contained in all statutes and rules pertaining to the occupation or profession for which I am applying, and that failure to do so may result in civil, administrative, or criminal sanctions.
5. I certify that I do not currently pose a direct threat to myself, to my clients, or to the public health, safety or welfare because of any circumstance or condition.
6. I understand that I am responsible to update the Division of any changes relating to my license/certification/registration.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## QUALIFYING QUESTIONNAIRE

### Do not leave any question blank.

DOPL may request additional documentation if the information submitted is insufficient.

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1.  Yes  No Have you EVER had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, revoked, reprimanded, resigned, or surrendered while under investigation, or otherwise **disciplined in any way**?
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2.  Yes  No Do you CURRENTLY have **any criminal action active or pending**?
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3.  Yes  No WITHIN THE PAST 10 YEARS, have you pled **guilty** to, **no contest** to, entered into a **plea in abeyance**, or been **convicted of a misdemeanor** in any jurisdiction?
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4.  Yes  No Have you EVER pled **guilty** to, **no contest** to, entered into a **plea in abeyance**, or been **convicted of a felony** in any jurisdiction?
- 

If you answered "yes" to question 1 above, please provide a copy of the disciplinary action. If you answered "yes" to questions 2, 3, or 4, please provide a current criminal history report from each and every state where criminal history has occurred.

#### NOTE:

- **DISCLOSE** charges that were later held in abeyance, diverted, reduced, or dismissed.
- **DISCLOSE** motor vehicle offenses such as driving while impaired or intoxicated. But you do not need to disclose minor traffic offenses such as parking or speeding violations.
- You do **not need to disclose** juvenile offenses, unless you were tried as an adult.
- **DISCLOSE** if you are restricted from possession, purchase, transfer, or ownership of a firearm or ammunition (even if your restriction is based on a non-reportable juvenile conviction).
- You do **not need to disclose** legally expunged or sealed criminal history incidents.

For more information, see DOPL's [criminal history FAQs](#).

## PROFESSIONAL LICENSES

List all other licenses, registrations or certifications issued by any state which you now hold or have ever held in any profession. (Use additional sheets if necessary.)

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

Issuing State: \_\_\_\_\_ License Status: \_\_\_\_\_ Issue Date: \_\_\_\_\_

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

Issuing State: \_\_\_\_\_ License Status: \_\_\_\_\_ Issue Date: \_\_\_\_\_

## EDUCATION REQUIREMENTS

**Select one:**

- I have a degree in land surveying or geomatics from an approved college or university. *Submit official transcripts documenting your degree. Transcripts are considered "official" when they are sent directly from the school to DOPL or sealed in an envelope bearing the school's stamp/seal on the envelope flap*

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- I have been licensed in good standing at least one year in a [jurisdiction designated as equivalent](#) to Utah. *See the checklist for additional information.*

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- I have been licensed for at least five years in another state, and have practiced as a principal land surveyor for 5 of the last 7 years. *See the checklist for additional information.*

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- I have an NCEES council record and have requested the information be released to Utah. *See the checklist for additional information.*

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- I have a bachelor's or master's degree in a field related to land surveying or geomatics, and at least 30 semester hours or 42 quarter hours as required by R156-22-302c. *Submit official transcripts documenting your degree and use the section below to outline the qualifying courses.*

At least one course in each of the 6 areas below:

**Boundary Law:** \_\_\_\_\_ Course Number: \_\_\_\_\_

Semester: \_\_\_\_\_ Total Credits Received: \_\_\_\_\_

**Writing Legal Descriptions :** \_\_\_\_\_ Course Number: \_\_\_\_\_

Semester: \_\_\_\_\_ Total Credits Received: \_\_\_\_\_

**Photogrammetry:** \_\_\_\_\_ Course Number: \_\_\_\_\_

Semester: \_\_\_\_\_ Total Credits Received: \_\_\_\_\_

**Public Land Survey System:** \_\_\_\_\_ Course Number: \_\_\_\_\_

Semester: \_\_\_\_\_ Total Credits Received: \_\_\_\_\_

**Land Records/Land Record Systems :** \_\_\_\_\_ Course Number: \_\_\_\_\_

Semester: \_\_\_\_\_ Total Credits Received: \_\_\_\_\_

**Surveying Field Techniques:** \_\_\_\_\_ Course Number: \_\_\_\_\_

Semester: \_\_\_\_\_ Total Credits Received: \_\_\_\_\_

The remaining hours may be counted for courses in any of the areas listed in R156-22-302c.

**Course Title:** \_\_\_\_\_ Course Number: \_\_\_\_\_

Semester: \_\_\_\_\_ Total Credits Received: \_\_\_\_\_

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Semester: \_\_\_\_\_ Total Credits Received: \_\_\_\_\_

**Course Title:** \_\_\_\_\_ Course Number: \_\_\_\_\_

Semester: \_\_\_\_\_ Total Credits Received: \_\_\_\_\_

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Semester: \_\_\_\_\_ Total Credits Received: \_\_\_\_\_

**Course Title:** \_\_\_\_\_ Course Number: \_\_\_\_\_

Semester: \_\_\_\_\_ Total Credits Received: \_\_\_\_\_

**Course Title:** \_\_\_\_\_ Course Number: \_\_\_\_\_

Semester: \_\_\_\_\_ Total Credits Received: \_\_\_\_\_

**Note:** Transcripts are considered "official" when they are sent directly from the school to DOPL or sealed in an envelope bearing the school's stamp/seal on the envelope flap. Additionally, if there is any question of the relevance of a course listed, you may be required to submit course descriptions and/or syllabi.

# Verification of Land Surveying Experience

*Initial applicants who do not qualify for licensure by endorsement must use this form to document experience. All employers must complete a separate form. If you are applying with an NCEES Council Record you do not need to complete this form.*

## APPLICANT INFORMATION

**To Be Completed by the Applicant:**

**Full Legal Name:** \_\_\_\_\_  
FirstMiddleLast

**Mailing Address:** \_\_\_\_\_  
Street/PO BoxCityState/Zip

**License Number (if applicable) :** \_\_\_\_\_ **State of Issue:** \_\_\_\_\_

**Dates of Employment:** \_\_\_\_\_ to \_\_\_\_\_ **Approximate Hours Worked Per Week:** \_\_\_\_\_  
MM/DD/YYYYMM/DD/YYYY

Field Surveying Experience is required in each of the following areas:	Completed Hours
Operation of various instrumentation	
Review and understanding of the plan and the plat data	
Public land survey system	
Calculations	
Traverse	
Staking procedures	
Field notes and manipulation of various forms of data encountered in horizontal and vertical studies	
<i>Total of Field Hours</i>	

Office Surveying Experience is required in each of the following areas:	Completed Hours
Drafting (includes computer plots and layout)	
Reduction of notes and field survey data	
Research of public records	
Preparation and evaluation of legal description	
Preparation of survey related drawings, plats and record of survey maps	
<i>Total Office Hours</i>	
<b>Total of All Hours</b>	

I certify that during the dates and hours listed above I completed the required qualifying experience as outlined in 58-22-302 and R156-22-302g specific to the license for which I am applying.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## EMPLOYER INFORMATION

**To Be Completed by the Supervising Land Surveyor:**

Please review the information above, complete the sections below, sign and seal the document and submit directly to [b5@utah.gov](mailto:b5@utah.gov)

Is the information provided above by the applicant correct?  Yes  No, please attach an explanation.

**Name of Supervisor:** \_\_\_\_\_

**Name of Firm:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

(Seal and Signature)

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

**State of Issue:** \_\_\_\_\_

# Verification of Land Surveyor Experience as a Principal

Use this form to verify licensed practice as a principal land surveyor for 5 of the last 7 years in another state in lieu of having met the education or endorsement requirements for licensure. If you have an NCEES Council Record or are applying for initial licensure, you do not need to complete this form.

"Principal" means a licensed professional land surveyor having responsible charge of an organization's professional land surveying practice.

## APPLICANT INFORMATION

### To Be Completed by the Applicant:

Full Legal Name: \_\_\_\_\_  
First Middle Last

Mailing Address: \_\_\_\_\_  
Street/PO Box City State/Zip

License Number (if applicable): \_\_\_\_\_ State of Issue: \_\_\_\_\_

Dates of Employment as a Principal: \_\_\_\_\_ to \_\_\_\_\_  
MM/DD/YYYY MM/DD/YYYY

Approximate Number of Hours Worked Per Week: \_\_\_\_\_ Total Hours Worked: \_\_\_\_\_

I certify that during the dates and hours listed above I practiced within the legal scope of a licensed land surveyor and acted as a principal.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## EMPLOYER INFORMATION

### To Be Completed by the Supervising Land Surveyor or Other Qualified Licensee:

Please review the information above, complete the sections below, sign and seal the document and submit directly to [b5@utah.gov](mailto:b5@utah.gov).

Is the information provided above by the applicant correct?  Yes  No, please attach an explanation.

Name: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

State of Issue: \_\_\_\_\_

(Seal and Signature)

## APPLICATION CHECKLIST AND INSTRUCTIONS

This checklist is for your convenience; you do not need to include it with your application.

**NOTE:** Incomplete applications will be denied.

Your application is classified as a public record and may be available for inspection by the public, except with regard to the release of information which is sub-classified as controlled, private, or protected under the Government Records Access and Management Act or restricted by other law.

**Note to All Applicants:** DOPL will accept the NCEES Council Record to document: education, passing scores on the NCEES FS and PS examinations, verification of licensure, and experience. To obtain an NCEES Council Record, contact NCEES at [www.ncees.org](http://www.ncees.org).

### ALL APPLICANTS

The following items are required to complete your application:

- \$121.00 non-refundable application-processing fee, made payable to "DOPL".
- Supporting documentation for any "yes" answers provided on the "Qualifying Questionnaire".
- Take and pass the Utah Professional Land Surveyor Examination. To register for the examination or find more information about exam requirements, please see our [website](#).

### LICENSURE BY APPLICATION

If applying for licensure by application, *in addition* to the items required for all applicants, you must submit\*:

- Official transcripts documenting your degree, and any courses listed on the "Education Requirements" page of this application. Transcripts are considered "official" when they are sent directly from the school to DOPL or sealed in an envelope bearing the school's stamp/seal on the envelope flap.
- If you tested for the NCEES FS and/or the NCEES PS examinations for another state, you must request an official verification of your scores and license (*if applicable*) be sent directly to Utah. If you tested for Utah, we will be able to access your scores directly from NCEES.
- Verification of Land Surveying Experience form.

\*Note: You may submit your NCEES Council Record to document education, exam, and experience requirements.

### LICENSURE BY ENDORSEMENT

If you have been licensed for at least one year, and are in good standing in a [jurisdiction designated as equivalent](#) to Utah, *in addition to the items required for all applicants*, you must submit official verification of your license.

Please see [our website](#) for additional information regarding approved jurisdictions, and if additional documentation is required for your state or circumstances.

### LICENSURE BY PRINCIPAL EXPERIENCE

If you do not qualify for licensure by endorsement but have practiced as a principal for at least 5 of the last 7 years, *in addition to the items required for all applicants*, you must submit:

- Verification of Land Surveying Experience as a Principal form.
- Official verification of passing the NCEES FS and PS Examinations.
- Official verification of licensure for the time documented on the Verification of Experience as a Principal form from the state(s) you are licensed. Please contact the state(s) you are licensed in on how to request verification.

### LICENSURE BY REINSTATEMENT

If applying to **reinstate an expired Utah license** that has been expired for two or more years, you must submit all of the items required for either Initial licensure or licensure by endorsement and:

- Documentation that you were in compliance with the required continuing education at the time your Utah license expired.

**OR**

- Documentation of 30 hours of continuing education completed within the last 2 years.

**Submit the above items with your completed application to:**

#### **In person or via express delivery:**

Division of Occupational and Professional Licensing  
Heber M Wells Building, 1<sup>st</sup> Floor Lobby  
160 E 300 S  
Salt Lake City, UT 84111

#### **US Postal Service:**

Division of Occupational and Professional Licensing  
PO BOX 146741  
Salt Lake City, UT 84114-6741