CHAIRMAN *SECRETARY*
Roy E. Shrewsbury, II **Nelson B. Douglass**
Mark H. Hornish **Anthony J. Sparacino, Jr.** **R. Michael Shepp**

STATE OF WEST VIRGINIA
BOARD OF PROFESSIONAL SURVEYORS
738 Airport Road, Sutton, West Virginia 26601
Telephone: (304) 765-0315 Fax: (304) 765-0316
Website: www.wvbps.wv.gov Email: wvbps@wv.gov

CERTIFICATION OF AUTHORIZATION - CHANGE ORDER

Firm _____ COA No._____

Mailing Address _____
Street / P.O. Box City State Zip Code

Phone _____ Fax _____ Web _____

Cell phone/ Surveyor-in-Charge _____ E-mail/Surveyor-in-Charge _____

Corporate Headquarters' Address (if applicable) _____

Corporate Contact _____ Phone _____ Fax _____

Please **DELETE** the following WV Professional Surveyor from the list of those authorized to supervise/sign work for the firm listed hereon.

_____

Please **ADD** the following WV Professional Surveyor to the list of those authorized to supervise/sign work for the firm listed hereon. (Use additional page if necessary.)

Name *Mailing Address* *City/State/Zip* *Title* *WV PS Lic. No.*

_____

_____ _____
Signature of WV Professional Surveyor-in-Charge Date

Designation of New Surveyor-in-Charge

Affidavit of Licensed Surveyor-in-Charge: I, _____, certify that I hold an active professional surveyor's license in the State of West Virginia and that I am responsible for the supervision and management of all surveying activities in the State of West Virginia for the firm of _____ conducted in its _____ office.

Number of employees I supervise and manage at this address: _____.

I understand that as a designated surveyor-in-charge, I must be a full-time employee of the firm, or an officer, majority interest holder, or owner of the firm. I further understand that I cannot be designated surveyor-in-charge for more than one firm or office, nor can I supervise the activities of an individual who is not employed by the firm, without advance approval by the Board.

_____ _____
Signature of WV Professional Surveyor-in-Charge Date

A Certificate of Authorization will not be issued unless a WV PS seal appears as noted.

(WV PS Seal)