

# Firm Affidavit of Responsibility

A separate certified Firm Affidavit of Responsibility is required for each full-time professional engineer and/or professional surveyor designated in responsible charge. Full-time employee(s) must be registered as an active P.E. and/or P.S. in Ohio and a partner, manager, member, officer, or director of the company. Full-time requirements include working more than 30 hours per week or working substantially all of the engineering and/or surveying hours for the firm that holds the certificate of authorization.

Please upload your completed Firm Affidavit of Responsibility and any attachments to the eLicense Ohio portal.

## 1. Certificate of Authorization (COA) Number

<< REQUIRED UNLESS NEW FIRM >> 5-DIGIT NUMBER BEGINNING WITH "0"

## 2. Firm Name

FIRM NAME >> MUST BE SAME NAME AS ON CERTIFICATE OF AUTHORIZATION APPLICATION

## 3. Ohio Registrant Designated in Responsible Charge

Name of Ohio P.E. and/or P.S. Designated in Responsible Charge

OHIO P.E. NO.

OHIO P.S. NO.

Check all that apply:

Director

Partner

Manager

Member

Officer

**DO NOT** have other engineering/surveying employment or provide engineering and/or surveying outside this firm.

**DO** have other engineering/surveying employment or provide engineering and/or surveying outside this firm.

(If you checked "DO" please submit the required information indicated below)

If you checked "DO", you have other engineering/surveying employment, and/or provides engineering and/or surveying services outside of this firm, please provide the following:

- Name of each firm or organization where you are employed.
- A description of the type of work for each place of employment.
- The number of employees employed by each business and the number of employees that will be under your direct supervision at each business.
- The number of registered professional engineers and/or surveyors employed by each business.
- The number of hours that you expect to work for each place of employment per week.
- A detailed explanation on how you will manage the engineering/surveying activities for multiple businesses.

## 4. Certification and Attestation

I, \_\_\_\_\_ [printed name], attest I am a registered professional engineer and/or surveyor in the state of Ohio as indicated above; that I am a full-time employee of the above-named firm, in accordance with Ohio Administrative Code 4733-39-02(B); that I am in responsible charge for and in charge of the professional engineering and/or surveying activities and decisions of this firm; and that I meet the requirements pursuant to Ohio Revised Code Chapter 4733 for such designation. In addition, I understand that if a temporary certificate of authorization permit is granted, it is only valid for 90 days from the date of issuance. Should the Board disapprove the firm's application for a certificate of authorization, the temporary permit shall terminate on the date of denial and the firm will cease and desist from offering or practicing engineering and/or surveying service in the state of Ohio.

SIGNATURE

PRINTED TITLE

DATE SIGNED



**CERTIFICATE OF AUTHORIZATION**  
STATE BOARD OF REGISTRATION  
PROFESSIONAL ENGINEERS AND SURVEYORS  
1110 WEST WASHINGTON AVENUE  
COLUMBUS, OHIO 43260-1110  
TEL: 614-466-3651 FAX: 614-466-3652

## Questions?

EMAIL [pes.board@pes.ohio.gov](mailto:pes.board@pes.ohio.gov)

(877) 644-6364 U.S. TOLL FREE

(614) 466-3651 COLUMBUS METRO

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