

STATE OF TENNESSEE



BOARD OF EXAMINERS FOR LAND SURVEYORS
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-1146
615-741-3611

[HTTP://WWW.TN.GOV/REGBOARDS/SURVEYORS/](http://www.tn.gov/regboards/surveyors/)

APPLICATION FOR LICENSURE AS A PROFESSIONAL LAND SURVEYOR

IMPORTANT: All information must be typewritten or legibly printed and all questions must be answered. *This application, along with a \$200.00 application fee made payable to the State of Tennessee, all reference and experience verification forms, transcripts, and verifications of the fundamentals of land surveying exam and/or other licensure in another jurisdiction must be received in the board office before the application can be reviewed. PLEASE ALLOW 5-7 BUSINESS DAYS TO ENSURE ADEQUATE DELIVERY TIME OF THIS APPLICATION BEFORE THE DEADLINE DATE.*

How are you applying?
(Reference TCA 62-18-109)

- (i) *(BS in Surveying)*
- (ii) *(BS+24 Hours)*
- (iii) *(BS+36 Hours)*
- (iv) *(AS+Exp)*
- (v) *(HS+Exp)*

1. Full Legal Name _____ Mr. Ms.
2. Addresses [Enter both addresses. Indicate preferred mailing address with an "X" in the appropriate box. **You are required to keep the Board informed your current address per TCA 62-18-114(b)**].
 - Residence: _____ () _____
Telephone Number
 - Employer: _____ () _____
Telephone Number
- E-Mail Address: _____
3. Date of Birth ____ / ____ / ____ 4. Social Security No. _____
4. Indicate Tennessee or other jurisdictions where you passed the FS, PS and other exams:

FS: State _____	Date _____	LSIT No. _____
PS: State _____	Date _____	
Other: State _____	Date _____	PLS No. _____
5. State of first PLS Licensure _____ Date _____ Current to _____
6. Other states in which you are licensed _____

(Affirmative answers to questions 7-14 must be explained under Question 16)

- 7. Have you previously filed a PLSIT or PLS application with this Board? Yes No
- 8. Have you ever been denied licensure in any State or Territory? Yes No
- 9. Have you ever been disciplined by another State licensing authority? Yes No
- 10. Have you ever been convicted of a felony? Yes No
- 12. Will you require special assistance or accommodations to take the exam(s) due to a disability? Yes No
- 13. Can you speak and write the English language? Yes No

You will be required to verify your status as a U.S. citizen, qualified alien, or foreign national by completing the Eligibility Verification for Entitlements Act Attestation, pages 8-10.

EDUCATION RECORD – List high school and all colleges and universities in the order you attended. A copy or high school diploma or GED certificate must be submitted with your application unless you are a college graduate. College graduates must submit CERTIFIED transcripts with your application. You must highlight or list on separate sheet attached to the transcript all surveying related courses you are claiming for credit under the provisions of TCA 62-18-109b(2)(E) (i), (ii), (iii), and (iv).

NAME AND ADDRESS OF INSTITUTION	NUMBER OF YEARS ATTENDED	ENTRANCE DATE	DATE OF GRADUATION	DEGREE OBTAINED

EXPERIENCE BACKGROUND

List each period of employment in chronological order and use a position block for each employer or for each time that you had a significant change in duties and responsibilities. The last block is the summary of your complete surveying experience history. **ONE LINE IS NOT SUFFICIENT.** Experience acceptable for licensure as a land surveyor must be progressive and diverse and include, as a minimum, the following aspects of land surveying: **Field experience** should include field measurements with a variety of instruments, discovering and interpreting boundary evidence, staking line and grade and field procedures for topographic mapping. **Office experience** should include traverse closure and adjustment, survey accuracy and quality control of field data, state plane coordinate computation and translations, boundary evidence analysis and resolution with record title, drafting plats and writing descriptions of surveys and knowledge and understanding of the subdivision process. **Research experience** should include familiarity with the county record filing process, including deed research in county registers' offices and tax assessors' offices, along with plans and records held by state and county highway departments and utility departments. The applicant, during his work history, is expected to have acquired experience in the overall management of surveying projects, to include, a high degree of integrity in the practice of surveying, understanding and following a code of ethics, interpersonal communication skills, project planning and scheduling, and safeguarding the health, safety and welfare of the public in daily work activities. **EXPERIENCE CANNOT BE ANTICIPATED. YOU MUST HAVE THE REQUIRED EXPERIENCE WHEN YOUR APPLICATION IS SUBMITTED.**

POSITION NUMBER _____ TITLE OF POSITION _____
 EMPLOYED FROM: _____ TO _____ AVERAGE # OF HRS. WORKED PER WEEK _____
MO/YR MO/YR
 EMPLOYER NAME _____ TYPE OF BUSINESS _____
 EMPLOYER ADDRESS _____
STREET CITY/STATE ZIP
 NAME OF YOUR IMMEDIATE SUPERVISOR _____ LICENSE # _____
 EMPLOYER TELEPHONE NUMBER (_____) _____

DESCRIBE YOUR MAJOR DUTIES/RESPONSIBILITIES BELOW

TOTAL NUMBER OF MONTHS _____

TYPE EXPERIENCE: Office _____% Field _____% Research _____%

POSITION NUMBER _____ TITLE OF POSITION _____
 EMPLOYED FROM: _____ TO _____ AVERAGE # OF HRS. WORKED PER WEEK _____
MO/YR MO/YR
 EMPLOYER NAME _____ TYPE OF BUSINESS _____
 EMPLOYER ADDRESS _____
STREET CITY/STATE ZIP
 NAME OF YOUR IMMEDIATE SUPERVISOR _____ LICENSE # _____
 EMPLOYER TELEPHONE NUMBER (_____) _____

DESCRIBE YOUR MAJOR DUTIES/RESPONSIBILITIES BELOW

TOTAL NUMBER OF MONTHS

TYPE EXPERIENCE: Office _____% Field _____% Research _____%

POSITION NUMBER _____ TITLE OF POSITION _____
 EMPLOYED FROM: _____ TO _____ AVERAGE # OF HRS. WORKED PER WEEK _____
MO/YR MO/YR
 EMPLOYER NAME _____ TYPE OF BUSINESS _____
 EMPLOYER ADDRESS _____
STREET CITY/STATE ZIP
 NAME OF YOUR IMMEDIATE SUPERVISOR _____ LICENSE # _____
 EMPLOYER TELEPHONE NUMBER (_____) _____

DESCRIBE YOUR MAJOR DUTIES/RESPONSIBILITIES BELOW

TOTAL NUMBER OF MONTHS

TYPE EXPERIENCE: Office _____% Field _____% Research _____%

This sheet may be deleted or repeated as necessary to account for all positions held in chronological order.

SUMMARY OF LAND SURVEYING EXPERIENCE – Please summarize your experience in the table below and show the grand total of the months you are claiming in the box at the bottom. Indicate the diversity of experience by estimating the percentage of time spent in the three categories listed at the bottom of the form. You may duplicate this section and expand if the number of lines are not sufficient.

POSITION NUMBER	EMPLOYMENT DATES FROM - TO	SUPERVISOR	FIELD %	OFFICE %	RESEARCH %	MONTHS OF SURVEYING EXPERIENCE
TOTAL SURVEYING EXPERIENCE AND AVERAGE PERCENTAGE OF DIVERSITY						

VERIFICATION OF EXPERIENCE – Your experience must be verified using the Experience Verification Form. It is to be completed by you and the Land Surveyor in Responsible Charge of your work, and forwarded to the Board office separately.

15. References – You must submit five (5) character references to the board, at least three (3) of whom are professional land surveyors or individuals acceptable to the board and who have personal knowledge of your surveying experience. All **licensed surveyors** verifying your experience are considered a reference and must be listed below. An Experience Verification Form must be sent to those listed as verifiers of your experience and a Reference Form must be sent to those that are not verifying your experience. Check the names as to whether they are providing experience verification or a reference and list the state and license number of the person listed.

NAME	VERIFIER	REFERENCE	STATE OF PLS LICENSURE AND LICENSE NUMBER

NOTE TO APPLICANT: It is your responsibility to see that the experience verification forms and the reference forms are returned **DIRECTLY** to the board office. This application will not be considered until all transcripts, Experience Verification Forms, Reference Forms and verification of any exams are returned. This office will not be responsible for the delay of any information pertaining to your application caused by the mail service or by your references. Providing a stamped board addressed envelope to your references and verifiers will expedite this process.

16. Explanation of affirmative answers for questions 7-12 on pages 1. (Attach sheets if necessary).

Response for Question 7.

Previously filed application was:

Denied on _____ Deferred on _____ Closed on _____
Licensed as _____ License # _____ Date Expired _____

Response for Question 8.

Denied licensure in the State of _____ when _____
Basis for denial _____

Response for Question 9.

Have you ever surrendered your PLS license or been found guilty of professional misconduct, unprofessional conduct, incompetence or negligence in any state? Explain: _____

Response to Question 12.

Have you ever been convicted of a felony? Explain: _____

I hereby make application for a certificate of registration and licensure as a land surveyor in accordance with TCA 62-18-109 authorizing me to practice land surveying as defined in TCA 62-18-102 and I certify that I have read the law and rules of the Tennessee State Board of Examiners for Land Surveyors and I hereby agree that, if granted a license by the Board, I will abide by and uphold the Rules of Professional Conduct and Standards of Practice for Land Surveyors, which have been adopted by the Board and further understand that any violation thereof may be deemed sufficient cause for revocation of said license.

Signature of Applicant

Subscribed and sworn to before me, on this _____ day of _____, 20 _____.

Notary Public

(SEAL)

My commission expires _____, 20 _____.

Eligibility Verification for Entitlements Act Attestation Instructions

INSTRUCTIONS: If you are a natural person applying for a license, registration, certification or other benefit you must:

1. Attest, under penalty of perjury, to your status as either a United States citizen, a qualified alien as defined in Tennessee’s Eligibility Verification for Entitlements Act, or a foreign national not physically present in the United States, by selecting your status in Part A below signing on the line labeled “Applicant’s Signature,” printing your name on the line labeled “Printed Name” and putting the current date on the line labeled “Date.”

AND

Do one (1) of the following:

2. If you are claiming United States citizenship, present one (1) of the forms of identification provided for in Part B below. **If you provided your Social Security Number as part of your application for licensure, registration, certificate or other benefit, no additional documentation is required; however, please be aware that efforts may be made to verify any such number.**
3. If you are claiming qualified alien status, present two (2) forms of documentation of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program, as provided in Part C below.
4. If you are claiming qualified alien status but you are unable to present two (2) forms of documentation provided for in Part C of this form, then you shall present at least one (1) such document that shall then be verified through the SAVE program.
or
5. If you are claiming you are foreign national not physically present in the United States, contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.

Eligibility Verification for Entitlements Act Attestation

Part A. Eligibility Verification for Entitlements Act Attestation

I hereby attest under penalty of perjury that I am (select one):

_____ A United States citizen;

_____ A qualified alien as defined in Tenn. Code Ann. § 4-58-102;¹

_____ A foreign national not physically present in the United States. Further, I understand that should I ever become physically present in the United States while I hold this license, registration, certification or other benefit I agree to immediately contact the issuing agency and provide documentation to confirm my status as a qualified alien.

Applicant's Signature

Printed Name

Date

Submitting false information or omitting pertinent or material information in connection with this application or any violation of the Eligibility Verification for Entitlements Act may result in the revocation of any license, registration, certification or other benefit issued to the applicant. A person who willfully makes a false, fictitious or fraudulent statement or representation of United States citizenship may be prosecuted under 18 U.S.C. § 911 and/or the False Claims Act, T.C.A. §§ 4-18-101, *et seq.*

¹ Qualified alien means "A qualified alien as defined by 8 U.S.C. § 1641(b)" or "An alien or nonimmigrant eligible to receive state or local public benefits under 8 U.S.C. § 1621(a)." Pursuant to those statutes, this includes, but is not necessarily limited to:

- An alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act [8 U.S.C. § 1101 et seq.];
- An alien who is granted asylum under section 208 of the Immigration and Nationality Act [8 U.S.C. § 1158];
- A refugee who is admitted to the United States under section 207 of the Immigration and Nationality Act [8 U.S.C.A. § 1157];
- An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182(d)(5)] for a period of at least 1 year;
- An alien whose deportation is being withheld under section 243(h) of the Immigration and Nationality Act [8 U.S.C. § 1253] (as in effect immediately before the effective date of section 307 of division C of Public Law 104-208) or section 241(b)(3) of the Immigration and Nationality Act [8 U.S.C. § 1231(b)(3)] (as amended by section 305(a) of division C of Public Law 104-208);
- An alien who is granted conditional entry pursuant to section 203(a)(7) of the Immigration and Nationality Act [8 U.S.C. § 1153(a)(7)] as in effect prior to April 1, 1980;
- An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980);
- A nonimmigrant under the Immigration and Nationality Act [8 U.S.C. §§ 1101, *et seq.*];
- An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182 (d)(5)] for less than one year.

Eligibility Verification for Entitlements Act Additional Required Documentation

Part B. If you are claiming United States citizenship, you must present one (1) of the following:

- A valid Tennessee driver license or photo identification license issued by the Department of Safety;
- A valid driver license or photo identification license from another state where the issuance requirements are at least as strict as those in Tennessee, as determined by the Department of Safety;
- An official birth certificate issued by a state, jurisdiction or territory of the United States, including Puerto Rico, United States Virgin Islands, Northern Mariana Islands, American Samoa, Swains Island, or Guam; provided that Puerto Rican birth certificates issued before July 1, 2010, shall **not** be recognized;
- A United States government-issued certified birth certificate;
- A valid, unexpired United States passport;
- A United States certificate of birth abroad (DS-1350 or FS-545);
- A report of birth abroad of a citizen of the United States (FS-240);
- A certificate of citizenship (N560 or N561);
- A certificate of naturalization (N550, N570 or N578);
- A United States citizen identification card (I-197, I-179);
- Any successor document of those listed at Tenn. Code Ann. §§ 4-58-103(c)(4)-(9); or
- **A social security number that may be verified with the Social Security Administration in accordance with federal law (if you provided your social security number as part of your application for licensure, no additional documentation is required; however, please be aware that efforts may be made to verify any such number).**

Part C. If you are claiming qualified alien status, you must present two (2) forms of documentation of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program. Such forms of identification may include:

- I-327 (Reentry Permit);
- I-551 (Permanent Resident Card);
- I-571 (Refugee Travel Document);
- I-766 (Employment Authorization Card);
- Certificate of Citizenship;
- Naturalization Certificate;
- Machine Readable Immigrant Visa (with Temporary I-551 Language);
- Temporary I-551 Stamp (on passport or I-94);
- Unexpired Foreign Passport;
- WT/WB Admission Stamp in Unexpired Foreign Passport
- I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status);
- DS-2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status);
- Any other document determined by the U.S. Department of Homeland Security to be acceptable through the Systematic Alien Verification for Entitlements (SAVE) program created pursuant to the federal Immigration Reform and Control Act of 1986.

Part D. If you are claiming qualified alien status, but you are unable to present two (2) forms of documentation as described in Part C, then you shall present at least one (1) such document as described in Part C, which shall then be verified through the SAVE program.

Part E. If you are claiming that you are a foreign national not physically present in the United States, please contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.