



# Louisiana Professional Engineering and Land Surveying Board

## Application to Change Firm Name

### INSTRUCTIONS/CHECKLIST

- The application must be typed. We *do not* accept handwritten applications.
- Do not leave any section blank; please state “not applicable” or “none” if such is the case.
- Use a continuation sheet for any section as necessary.
- Supervising Professional(s) must sign the signature box beside their name in section 16.
- Authorized Officer must sign and date the application in section 18.
- Mail or hand deliver the application and fee to:  
**Louisiana Professional Engineering and Land Surveying Board (LPELS)**  
9643 Brookline Avenue, Suite 121  
Baton Rouge, LA 70809-1433
- The amount of the application fee to change a firm name is \$25**, pursuant to La. R.S. 12:1607, *et seq.* Fees are non-refundable and must be submitted with the application. Please mail the application and applicable fee made payable to “LPELS”:
- The application must be accompanied by a copy of the certificate of conversion or certificate of merger issued by the Louisiana Secretary of State. Contact information for the Louisiana Secretary of State is as follows:  
**Louisiana Secretary of State - Business Services**  
P.O. Box 94125  
Baton Rouge LA 70804-9125  
Telephone: (225) 925-4704 / Fax: (225) 925-4726  
Website: <http://www.sos.la.gov/Pages/default.aspx>
- The application fee referenced above is not a renewal fee.** Upon receipt and approval of the application, your firm’s license will be placed in the current renewal cycle. Renewal notification letters are mailed approximately five weeks prior to the expiration date of either March 31<sup>st</sup> or September 30<sup>th</sup>.
- In the case of Louisiana corporations and Louisiana limited liability companies, a certified copy of the firm’s articles of amendment issued by the Louisiana Secretary of State must accompany this application. In the case of foreign corporations, foreign limited liability companies, foreign partnerships and other foreign entities, a copy of the firm’s amended certificate of authority to do business in Louisiana issued by the Louisiana Secretary of State must accompany this application. In the case of domestic business entities which convert pursuant to La. R.S. 12:1607, *et seq.*, a certified copy of the firm’s certificate of conversion issued by the Louisiana Secretary of State must accompany this application.

#### Notes:

1. The firm name must be the same as shown on the applicable certificate issued by the Louisiana Secretary of State.
2. “Domicile” means City and State.
3. Separate license numbers will be issued for engineering firms and land surveying firms.
4. “Foreign” means outside Louisiana. The foreign firm must be authorized to do business in Louisiana by the Louisiana Secretary of State.



## Application to Change Firm Name

Date of application:

Type of firm:    Engineering (EF)     Land Surveying (VF)     Engineering and Land Surveying<sup>3</sup>

1. New Firm Name:<sup>1</sup>

2. Previous Firm Name:<sup>1</sup>

3. Firm license number(s):<sup>3</sup> EF \_\_\_\_\_ VF \_\_\_\_\_

4. Domicile and principal place of business:<sup>2</sup>

5. Federal Taxpayer Identification Number (TIN):

6. Company Website:

7. Contact Person:

8. Mailing Address:

9. Telephone Number: \_\_\_\_\_ Ext: \_\_\_\_\_ | Fax Number: \_\_\_\_\_

10. Contact Email:

11. Provide information appropriate to your firm in the spaces below:

- |   |                    |        |
|---|--------------------|--------|
| <input type="checkbox"/> Louisiana Corporation                          | Date Incorporated: |        |
| <input type="checkbox"/> Foreign Corporation <sup>4</sup>               | Date Incorporated: | State: |
| <input type="checkbox"/> Louisiana Limited Liability Company            | Date Formed:       |        |
| <input type="checkbox"/> Foreign Limited Liability Company <sup>4</sup> | Date Formed:       | State: |
| <input type="checkbox"/> Louisiana Partnership                          | Date Formed:       |        |
| <input type="checkbox"/> Foreign Partnership <sup>4</sup>               | Date Formed:       | State: |
| <input type="checkbox"/> Other Louisiana Firm Type                      | Date Formed:       |        |
| <input type="checkbox"/> Other Foreign Firm Type <sup>4</sup>           | Date Formed:       | State: |

<i>Payment</i>	<i>Enforcement Checks</i>	<i>Review</i>
Check #	CAVU	LA SOS COA
Check Amount \$	NCEES	Supervising Prof. Current

12. Locations in Louisiana where the firm has offices (not registered agent) *If the firm has no offices in Louisiana, indicate accordingly:*

13. Brief description of services to be provided by firm in Louisiana:

14. Reason(s) for change of firm name:

15. Designated Supervising Professionals:

Under the provisions of Louisiana Administrative Code, Title 46, Part LXI, Chapter 23, all professional services in the State of Louisiana shall be executed by or under the responsible charge of a licensed Professional Engineer or Professional Land Surveyor who is designated by the firm as a supervising professional. Such licensed professional shall be an active employee of the firm (a) whose primary employment is with the firm on a full-time basis or (b) whose secondary employment is with the firm, the supervising professional is an owner of the firm. Such licensed professional shall be licensed in Louisiana and in the same profession as the firm (*e.g.*, a Professional Engineer in an engineering firm).

16. Certification by Designated Supervising Professionals:

The following licensees, who are the designated Supervising Professionals of the firm, each hereby certifies that:

- a. I have read and understand the Laws and Rules of the Board (<http://www.lapels.com/LawsRules.html>), and
- b. I acknowledge my responsibility to inform the Board, in writing, within thirty (30) days of any change of my employment or Supervising Professional status with the firm.

NAME OF SUPERVISING PROFESSIONAL	SIGNATURE	DATE	PE or PLS	LICENSE NUMBER
<i>Attach continuation sheet if necessary</i>				

17. Violations

Have you ever been convicted of a felony or of a crime of moral turpitude or entered a plea of guilty or *nolo contendere* to a felony charge or to a crime of moral turpitude under the laws of the United States or any state, territory or district of the United States?

Mark one: Yes No

Have you ever been convicted of any crime or entered a plea of guilty or *nolo contendere* to any criminal charge an element of which is fraud or which arises out of your practice of engineering or land surveying?

Mark one: Yes No

Have you ever been convicted of any civil or criminal violation of, or entered a plea of guilty or *nolo contendere* to any criminal charge under, the Louisiana Campaign Finance Disclosure Act or any other campaign finance and/or practices laws of the State of Louisiana, the United States, or any state, territory or district of the United States?

Mark one: Yes No

If you have a license, permit or certificate to practice engineering or land surveying, has it ever been the subject of a disciplinary action by any state, territory or district of the United States?

Mark one: Yes No

Are you an owner, partner, officer, director, managing member or supervising professional of a firm whose license, permit or certificate to practice engineering or land surveying has ever been the subject of a disciplinary action by any state, territory or district of the United States?

Mark one: Yes No

If the answer to any of these questions is "Yes", provide the date and the pertinent facts of the case or proceeding including its final disposition. Attach additional pages as necessary.

18. Certification by an authorized officer of the firm:

I certify that I have read and understand Louisiana Revised Statutes 37:689 (Firms) and Louisiana Administrative Code, Title 46, Part LXI, Chapter 23 (Firms) and that the statements in this application are, to the best of my knowledge, true and correct.

Name of Authorized Officer	Signature
Title	Date