

Professional Engineer

APPLICANT INFORMATION

Full Legal Name: _____
First Middle Last

All Previous Legal Names: _____

Other DOPL Licenses Held: _____

SSN:* _____ Date of Birth: _____ Gender: ☐ Male ☐ Female
* If you don't have a social security number, please follow the instructions on the last page.

Address: _____
Street Address (including Apt/Unit/Ste #) and/or PO Box

City: _____ State: _____ Zip: _____

Phone: (_____) _____ – _____ Email: _____
Note: All Division notices and communication will be sent to this 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

I certify that to the best of my knowledge, the information contained in the application and all supporting document(s) are true and correct, and 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.

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 Department of Commerce, State of Utah, any files, records, or information of any type reasonably required for the Department to properly evaluate my qualifications for licensure/certification/registration by the State of Utah.

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.

I understand that I am responsible to update the Department of any changes relating to my application/license/certification/registration.

I understand that if the application is not complete at the time of submission, it will delay approval and could result in a denial.

I declare under criminal penalty under the law of Utah that this application is true and correct.

Signature of Applicant: _____ Date: _____

PRIVACY NOTICE

The information you provide on this form will be used to determine your eligibility for a license, registration, or certification in Utah. Failure to provide complete information as requested will result in the denial of your request as incomplete.

Information provided in this form is retained in accordance with state record retention laws. For specific information about the records retention for this form, please visit <https://dopl.utah.gov/records>.

To comply with legal and regulatory requirements, we may share limited information about your license, registration, or certification with authorized parties. This may include government agencies, national databases, and contracted vendors. Shared information may include issue date, status, expiration date, disciplinary actions, and your name or other direct identifiers.

We may also share aggregated and de-identified data (e.g., education levels, exam pass rates, length of licensure, etc.) with relevant stakeholders for data analysis and reporting purposes.

ACKNOWLEDGEMENT:

Your signature acknowledges receipt of this information.

Authorized Signature: _____ Date: _____

QUALIFYING QUESTIONNAIRE

Do not leave any question blank.

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

1. <input type="checkbox"/> Yes <input type="checkbox"/> 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 ?
2. <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you CURRENTLY have any criminal action active or pending ?
3. <input type="checkbox"/> Yes <input type="checkbox"/> 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?
4. <input type="checkbox"/> Yes <input type="checkbox"/> 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 any of the above questions, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached. If you answered "Yes" to questions 2, 3, or 4 you must submit the following for EACH and EVERY incident:

- **personal account of the incident**
- **police report(s)**
- **court record(s)**
- **probation/parole officer report(s)**

If you are unable to obtain any of the records required above, you must submit documentation on official letterhead from the police department and/or court indicating that the information is no longer available.

Please **DISCLOSE** the following:

- charges that were later held in abeyance (plea in abeyance), diverted, reduced, or dismissed.
- motor vehicle offenses such as driving while impaired or intoxicated.
- 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:

- minor traffic offenses such as parking or speeding violations.
- juvenile offenses, unless you were tried as an adult.
- legally expunged or sealed criminal history incidents.

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

PROFESSIONAL LICENSES

Do you currently hold, or have you ever held, a license, certification, or registration to practice any occupation or profession in Utah or any other jurisdiction? . *(Use additional sheets if necessary.)*

Profession: _____ License Number: _____

Issuing State: _____ License Status: _____ Issue Date: _____

Profession: _____ License Number: _____

Issuing State: _____ License Status: _____ Issue Date: _____

If you identified an Engineering license above, please answer the following:

- ☐ Yes ☐ No After obtaining the license(s) above, have you engaged in at least one year of experience in the jurisdiction where the license was issued?

NOTE: If you answer yes to the question above, please see the checklist at the end of this application or [our website](#) for instructions on applying by endorsement.

Verification of Engineering Experience

Note: Initial applicants who have not practiced as a principal for at least 5 of the last 7 years, must use this form to document experience. 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: _____
First Middle Last

Address: _____ City: _____ State: _____ Zip: _____

License Number: _____ State of Issue: _____

Engineering Firm Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Dates of Employment: from _____ to _____. Total hours: _____

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

I declare under criminal penalty under the law of Utah that the information provided above is true and correct.

Applicant Signature: _____ Date: _____

EMPLOYMENT INFORMATION: (to be completed by the supervising engineer)

Please review the information above, complete the sections below, sign and seal the document and submit directly to b5@utah.gov.

Name of Supervisor: _____

Supervisor License Number: _____ State of Issue: _____

Phone: (_____) _____ – _____ Email: _____

I declare under criminal penalty under the law of Utah that the information provided above is true and correct.

Supervisor Signature: _____ Date: _____

Printed Name: _____ Position/Title: _____

Verification of Engineering Experience as a Principal

Note: Use this form to verify licensed practice as a principal engineer for 5 of the last 7 years in another state in lieu of having met the education requirements for licensure. If you are applying with an NCEES Council Record you do not need to complete this form.

"Principal" means a licensed professional engineer having responsible charge of an organization's professional engineering practice.

APPLICANT INFORMATION (to be completed by the applicant)

Full Legal Name: _____
First Middle Last

Address: _____ City: _____ State: _____ Zip: _____

License Number: (if available) _____ State of Issue: _____

Engineering Firm Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Dates of Employment as a principal:

from _____ to _____. Total hours: _____

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

I declare under criminal penalty under the law of Utah that the information provided above is true and correct is true and correct.

Applicant Signature: _____ Date: _____

EMPLOYMENT INFORMATION: (to be completed by the supervising engineer)

Please review the information above, complete the sections below, sign and seal the document and submit directly to b5@utah.gov.

Name of Supervisor: _____

Supervisor License Number: _____ State of Issue: _____

Phone: (_____) _____ – _____ Email: _____

I declare under criminal penalty under the law of Utah that the information provided above is true and correct.

Supervisor Signature: _____ Date: _____

Printed Name: _____ Position/Title: _____

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.

If you do not have a valid Social Security number, you must submit your Individual Taxpayer Identification Number (ITIN), Alien Registration Number (A-number), or a copy of an unexpired government issued passport from your country of residence and an intent-to-hire letter from a Utah based employer ([Utah Admin. Code R156-1-301](#)). Submission of the above documents may require additional documents to demonstrate lawful presence ([Utah Code § 63G-12-402 \(3\)\(k\)](#)).

ALL APPLICANTS

All applicants are required to submit following items to complete the application:

- ☐ \$121.00 non-refundable application-processing fee, made payable to "DOPL".
- ☐ Supporting documentation for any "yes" answers provided on the "Qualifying Questionnaire."

APPLICANTS WITH A CURRENT NCEES COUNCIL RECORD

If you are applying with a **current NCEES Council Record**, *in addition* to the items required for all applicants, you must request that NCEES submit your current Council Record to Utah. To obtain an NCEES Council Record, contact NCEES at 1-864-654-6824, 1-800-250-3196, or www.ncees.org.

APPLICANTS WITHOUT AN NCEES COUNCIL RECORD

If you are applying for a Utah license **without a council record and do not qualify for licensure by endorsement**, *in addition* to the items required for all applicants, you must provide:

- ☐ Verification of meeting licensure education requirements through one of the methods below:
 - Official transcripts documenting completion of an EAC/ABET accredited program. Transcripts are considered official when mailed directly to DOPL from the school or when delivered in a sealed envelope with the school's stamp/seal on the envelope flap. Transcripts may also be sent via secure email from the school's registrar office to b5@utah.gov.
 - NCEES Credential Evaluation: If your engineering education program was completed in a foreign country, contact NCEES Credentials Evaluations at www.ncees.org or 1-800-464-7650. Please have NCEES send your evaluation directly to DOPL.
 - Verification of Engineering Experience as a Principal. Licensed Practice as a Principal: If you have been licensed as an engineer and practiced as a principal for 5 of the last 7 years in another state, submit the "Verification of Engineering Experience as a Principal" form. You must also have the state(s) you are verifying principal experience from submit verification of your license to Utah.
- ☐ Verification of passing the NCEES FE and PE. If you passed the NCEES FE and/or the NCEES PE exam in another state, you must request an official verification of your scores and license (if applicable) to be sent directly to Utah. If you tested in Utah, we will be able to access your scores directly from NCEES.
- ☐ One of the items below:
 - Verification of licensure in another state verifying licensure for the time documented on your Verification of Experience as a Principal.
 - Verification of Experience form documenting one of the pathways listed below. All employers must complete a separate form. If your experience was obtained as a licensed engineer in another state, you must submit verification of your licensure from that state.
 - 4 years of supervised work experience if you hold an EAC/ABET accredited bachelor's degree;
 - 3 years if you hold an EAC/ABET accredited master's degree and your undergraduate degree was earned in an EAC/ABET accredited program;
 - 2 years if you hold a doctorate degree in engineering and your undergraduate degrees were earned in an EAC/ABET accredited program.

APPLICANTS 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

APPLICANTS REINSTATING AN EXPIRED UTAH LICENSE

If you were previously licensed in Utah, and your license has been expired for more than 2 years, *in addition* to the items required for all applicants, you must provide:

- ☐ All of the requirements for one of the pathways to licensure listed above. Some information, such as exam and education, may be on file with DOPL. Please call to verify before omitting an item.
- ☐ Documentation of completing 30 hours of continuing education in the two years immediately preceding submitting this application.

If you have questions, please contact the Division at 801-530-6628 or by email at B5@Utah.gov.