

# FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES



**WILTON SIMPSON  
COMMISSIONER**

**BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS  
APPLICATION FOR LICENSURE BY EXAMINATION OR ENDORSEMENT**

Chapter 472, Florida Statutes  
Rule 5J-17.029(1)(b), Florida Administrative Code

Florida Department of Agriculture and Consumer Services  
**Board of Professional Surveyors and Mappers**  
**Application for Licensure by Examination or Endorsement**

If you have any questions or need assistance in completing this application, please contact the Florida Department of Agriculture and Consumer Services at 1-800-HELP-FLA (435-7352) or 850-410-3800.

When filing an application, be certain that the application is completely filled out, that all questions are answered truthfully and that all information requested is provided. Please read all questions thoroughly.

**INSTRUCTIONS**

Only complete applications will be presented for board review. The schedule for examinations is available online at: [www.FDACS.gov/psm](http://www.FDACS.gov/psm).

In order to become licensed as a Professional Surveyor and Mapper, an applicant must successfully pass three (3) exams:

1. NCEES Fundamentals of Land Surveying (FS) – Part I
2. NCEES Principles and Practices of Surveying (PS) – Part II
3. Florida Jurisdictional – Part III

**VERIFICATION OF LICENSURE**

If licensed in another state, please use the included verification of licensure.

**VERIFICATION OF EXPERIENCE**

The Board will evaluate your experience as outlined and substantiated by licensed Professional Surveyors and Mappers, who have verified an applicant's experience in surveying and mapping. As much experience as possible should be verified.

**VERIFICATION OF EDUCATION**

An official transcript must be submitted to the Department directly from the colleges or universities.

Foreign graduates must have their transcript(s) evaluated by a Professional Evaluation Service for degree equivalency. Additional information may be obtained by visiting our website at [www.FDACS.gov/psm](http://www.FDACS.gov/psm).

**FEES**

Testing fees will be paid directly to National Council of Examiners for Engineering and Surveying (NCEES) after Florida Board approval. All other fees must be submitted to the Department with completed applications except those to be paid to NCEES for examination.

**EXAMINATION**

NCEES Exam Administration Services is responsible for the administration of the exam. Upon approval of the Board, you must register with NCEES to reserve your seat and pay the associated examination costs. Registration can be completed online at [www.ncees.org](http://www.ncees.org).

**Application Checklist**

- |  |                          |   |
|--|--------------------------|---|
| <b>Initial Application for Licensure</b>     | <input type="checkbox"/> | Submit this application along with your required \$255 fee. |
| <b>Application for Temporary Certificate</b> | <input type="checkbox"/> | Submit this application along with your required \$155 fee. |
| <b>Endorsement Application for Licensure</b> | <input type="checkbox"/> | Submit this application along with your required \$255 fee. |

*Make all checks payable to the Florida Department of Agriculture and Consumer Services (FDACS).*

**APPLICATION REQUIREMENTS**

- Submit official transcripts to the Department from the college/university.
- Foreign equivalency (if applicable).
- Employment Verification

**Please send your completed application, documentation and required fee(s) to:**

FDACS  
Surveyors and Mappers  
P.O. Box 6700  
Tallahassee, FL 32314-6700



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Division of Consumer Services

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www.FDACS.gov • 850-410-3804 Fax

Submit and Pay Online at:  
www.FDACS.gov  
- or -  
Check or Money Order payable to  
FDACS and remit with application to:  
FDACS  
P.O. Box 6700  
Tallahassee, FL 32314-6700

All documents and attachments submitted with this application, with the exception of transcripts and social security numbers, are subject to public review pursuant to Chapter 119, F.S.

**APPLICATION TYPE**

- Initial Exam                       Temporary Certificate                       Endorsement Application

**APPLICANT INFORMATION**

**Name:** \_\_\_\_\_ **Suffix:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_                      **\*\*Social Security Number:** \_\_\_\_\_

**Home Address** (if applicable please include suite, apartment and/or unit numbers):  
\_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_ - \_\_\_\_\_

**County** (if address is in Florida): \_\_\_\_\_ **Country:** \_\_\_\_\_

Please check if mailing address is the same as home address. If not:

**Mailing Address** (if applicable please include suite, apartment and/or unit numbers):  
\_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_ - \_\_\_\_\_

**County** (if address is in Florida): \_\_\_\_\_ **Country:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

*\*\* Under the Federal Privacy Act, disclosure of Social Security Numbers is voluntary, unless specifically required by federal statute. Social Security numbers must be recorded on all professional license applications and will be used for licensee identification pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, 104 Pub.L. 193, Sec 317. Social Security numbers will be used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations. As such, disclosure of your Social Security number is required on this application under Sections 409.2577, 409.2598, and 472. 015, Florida Statutes. Social Security numbers are not a public record under Florida law.*

F & A Use Only

Org Code: 42 10 08 01 000  
EO: A2  
Object Code: 001266                      \$125  
Object Code: 002230                      \$125  
42100802000 / 001256                      \$5

**Contact Number(s):**

( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
*Home Phone*

( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
*Cellular Phone*

( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
*Business Phone*

( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
*Facsimile*

**PRIOR NAME INFORMATION**

Have you used, been known as, or called by another name (example: maiden name, pseudonym, nickname) or alias other than the name signed to the application?

Yes  No

**If you answered yes, please provide name(s) below:**

**Name:** \_\_\_\_\_

**Suffix:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Suffix:** \_\_\_\_\_

**EDUCATION HISTORY**

**Highest Grade Completed (Please check one):**

High School:  
1 2 3 4

College:  
1 2 3 4

Graduate School:  
1 2

Name and Address of Schools, Colleges, or Universities Attended	Year of Graduation	Degree and Major	Currently enrolled? <i>If Yes*, date of anticipated graduation.</i>	Foreign School <i>Was your school located overseas?</i>
			<input type="checkbox"/> Yes* <input type="checkbox"/> No ____*	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes* <input type="checkbox"/> No ____*	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes* <input type="checkbox"/> No ____*	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes* <input type="checkbox"/> No ____*	<input type="checkbox"/> Yes <input type="checkbox"/> No

**BACKGROUND INFORMATION**

Please select either yes or no to the questions below. **If you answered yes to any of the following, please explain your answer below** (make additional copies as needed).

- a. Have you ever been convicted or found guilty of, or entered a plea of guilty, no contest, or nolo contendere to, regardless of adjudication, a crime in any jurisdiction? This question applies to any criminal violation of the laws of any municipality, county, state, or nation, including felony, misdemeanor, and traffic offenses (but not parking, speeding, inspection, or traffic signal violations), without regard to whether you were placed on probation, had adjudication withheld, were paroled, or pardoned. If you intend to answer "NO" because you believe those records have been expunged or sealed by court order pursuant to section 943.0585 or 943.059, Florida Statutes, or applicable law of another state, you are responsible for verifying the expungement or sealing prior to answering "NO." FAILURE TO ANSWER THIS QUESTION ACCURATELY MAY RESULT IN THE DENIAL OR REVOCATION OF YOUR LICENSE. IF YOU DO NOT FULLY UNDERSTAND THIS QUESTION, CONSULT WITH AN ATTORNEY OR CONTACT THE DEPARTMENT.  Yes  No
  
- b. Has any judgment or decree of a court been entered against you in this or any other state, province, district, territory, possession, or nation, in which you were charged in the petition, complaint, declaration, answer, counterclaim, or other pleading with any fraud or deceit, or is there any such case or investigation pending?  Yes  No

- c. Have you ever had any license, registration, certificate, or permit to practice any regulated profession, occupation, vocation, or business revoked, suspended, or otherwise acted against, including the denial of licensure, by the licensing authority in Florida or any other jurisdiction, or is any such proceeding or investigation now pending?  Yes  No

Please provide this information for each separate conviction, judgment, etc. Please attach additional sheets, if necessary.

**Court or administrative agency rendering the decision, judgment, or order:**

**State / Governmental agency which brought the action:**

**Nature of conviction, judgment, order, or action:**

**Date of Action** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **Docket Number:** \_\_\_\_\_ **Have all sanctions been satisfied?**  
 Yes  No

**Description:**

**OUT OF STATE LICENSES**

Please list all your out of state licenses (attach additional sheets if necessary).

State 1	a. Issuing State: _____ License Number: _____ Expiration Date: _____		
	Original Issue Date: _____		
	b. License obtained by:		
	<input type="checkbox"/> Examination <input type="checkbox"/> Grandfather Clause <input type="checkbox"/> Reciprocity/Endorsement <input type="checkbox"/> Other: _____		
	c. Was a licensure exam taken?		
	<input type="checkbox"/> Yes* <input type="checkbox"/> No		
	* If Yes:		
	<b>Was the examination(s) a National Council of Examiners for Engineering and Surveying (NCEES) exam?</b> If so, please select the examination(s) completed:		
	<input type="checkbox"/> Fundamentals of Land Surveying (Part I) <input type="checkbox"/> Principles and Practice (Part II)		
	Please select if the examination(s) was a state exam: <input type="checkbox"/>		
d. Is the license in good standing?			
<input type="checkbox"/> Yes <input type="checkbox"/> No*			
* If No, please provide explanation:			

State 2

a. Issuing State: \_\_\_\_\_ License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Original Issue Date: \_\_\_\_\_

b. License obtained by:  
 Examination     Grandfather Clause     Reciprocity/Endorsement     Other: \_\_\_\_\_

c. Was a licensure exam taken?  
 Yes\*     No

\* If Yes:  
**Was the examination(s) a National Council of Examiners for Engineering and Surveying (NCEES) exam?**  
 If so, please select the examination(s) completed:  
 Fundamentals of Land Surveying (Part I)     Principles and Practice (Part II)

Please select if the examination(s) was a state exam:   

d. Is the license in good standing?  
 Yes     No\*

\* If No, please provide explanation:

**EMPLOYMENT HISTORY**

A specific experience record is required for licensure as a surveyor and mapper. The experience must be as a subordinate to a licensed surveyor and mapper in the active practice of surveying and mapping. A specific amount of time consisting of responsible charge is also required.

**472.005(6), Florida Statutes** The term "**responsible charge**" means direct control and personal supervision of surveying and mapping work, but does not include experience as a chairperson, rodperson, instrument person, ordinary draftsman, digitizer, scribe, photo lab technician, ordinary stereo plotter operator, aerial photo pilot, photo interpreter or other positions of routine work.

Please list all your previous employers where you have gained experience as a surveyor and mapper (attach additional sheets as necessary):

Employer 1

**Employer / Company Name:** \_\_\_\_\_ **Employer / Company Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_ **License Number:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

**Dates of Employment:** \_\_\_\_\_ **Number of Hours Per Week:** \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_

**Did you ever work on a part-time basis?**  Yes  No **Number of Hours Per Week:** \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_

**Total Months of Experience:**  
 Routine (in months): \_\_\_\_\_ Responsible Charge (in months): \_\_\_\_\_

**Summary of Experience**

Employer 2	<b>Employer / Company Name:</b> _____		<b>Employer / Company Address:</b> _____	
	<b>City:</b> _____		<b>State:</b> _____	<b>Zip Code:</b> _____
	<b>Supervisor's Name:</b> _____		<b>License Number:</b> _____	<b>Contact Number:</b> _____
	<b>Dates of Employment:</b>		<b>Number of Hours Per Week:</b>	
	From: _____	To: _____	_____	
	<b>Did you ever work on a part-time basis?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Number of Hours Per Week:</b>	
	From: _____	To: _____	_____	
	From: _____	To: _____	_____	
	From: _____	To: _____	_____	
	<b>Total Months of Experience:</b>			
Routine (in months): _____	Responsible Charge (in months): _____			
<b>Summary of Experience</b>				

**EXAMINATION INFORMATION**

**Please complete the following:**

**NCEES Fundamentals of Land Surveying (Part I).**

Have you passed this exam?  Yes  No

State Board: \_\_\_\_\_
Year Passed: \_\_\_\_\_

**NCEES Principles and Practice (Part II)**

Have you passed this exam?  Yes  No

State Board: \_\_\_\_\_
Year Passed: \_\_\_\_\_

**Florida Jurisdictional 100 Item Multiple Choice (Part III)**

Have you passed this exam?  Yes  No

State Board: \_\_\_\_\_
Year Passed: \_\_\_\_\_

**SPECIAL TESTING ACCOMMODATIONS**

Please indicate if you require special testing accommodations due to disability.

Yes\*\*  No

*\*\* If yes, please contact the Florida Department of Agriculture and Consumer Services immediately at 1-800-HELP-FLA (435-7352) or 850-410-3800.*

**AUTHORIZATION**

I authorize all institutions or organizations, my references, employers (past and present), business and professional associates (past and present), and all government agencies and instrumentalities (local, state, federal, or foreign) to release to the Florida Department of Agriculture and Consumer Services any information, files or records requested by the Department in connection with the processing of this application. I further authorize the Florida Department of Agriculture and Consumer Services to release any information which is material to my application to the organizations, individuals and groups listed above.

I have carefully read the questions in the foregoing application and have answered them completely, without reservations of any kind, and I declare, under penalty of perjury, that my answers and all statements made by me herein are true and correct. Should I furnish any false information in this application, I hereby agree that such act shall constitute cause for the denial, suspension or revocation of any license to practice in the State of Florida for the profession for which I am applying.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Florida Department of Agriculture and Consumer Services  
Division of Consumer Services



**WILTON SIMPSON  
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**BOARD OF PROFESSIONAL  
SURVEYORS AND MAPPERS  
EMPLOYMENT VERIFICATION**

Chapter 472, Florida Statutes  
Rule 5J-17.029(1)(b), Florida Administrative Code

1-800-HELP-FLA (435-7352) • 850-410-3800  
www.FDACS.gov • 850-410-3804 Fax

Please return this form to:

FDACS  
Division of Consumer Services  
Surveyors and Mappers  
2005 Apalachee Parkway  
Tallahassee, FL 32399-6500

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**Please list employment where the applicant has gained experience as a surveyor and mapper (attach additional sheets as necessary):**

<b>Applicant Name:</b> _____		<b>Title:</b> _____	
<b>Employer / Company Name:</b> _____		<b>Employer / Company Address:</b> _____	
<b>City:</b> _____	<b>State:</b> _____	<b>Zip Code:</b> _____ - _____	
<b>Employer Contact Name:</b> _____		<b>Contact Number:</b> _____	
<b>Dates of Employment:</b>		<b>Number of Hours Per Week:</b>	
From: _____	To*: _____	_____	
<b>Did the applicant ever work on a part-time basis?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Number of Hours Per Week:</b>	
From: _____	To: _____	_____	
From: _____	To: _____	_____	
From: _____	To: _____	_____	
<b>Total Months of Experience:</b>			
Routine (in months): _____ + Responsible Charge (in months): _____ = <b>Total Months of Experience</b> _____			
If you have questions concerning whether experience gained by the applicant qualifies as either routine or responsible charge, please review the definition of "responsible charge" above.			
<b>Verifying Surveyor: Please provide a summary of experience and duties performed by the applicant</b>			
_____	_____	_____	_____
<i>Print name and license number of surveyor and mapper verifying experience</i>	<i>Sealed</i>	<i>Signature of licensed surveyor and mapper verifying experience</i>	<i>Date</i>

\* If you indicate to "present," the time will be calculated to the day this form is signed and sealed.

Florida Department of Agriculture and Consumer Services  
Division of Consumer Services



WILTON SIMPSON  
COMMISSIONER

**BOARD OF PROFESSIONAL SURVEYORS AND  
MAPPERS VERIFICATION OF LICENSURE**

Chapter 472, Florida Statutes  
5J-17.029(1)(b)

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www.FDACS.gov • 850-410-3804 Fax

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Surveyors and Mappers  
2005 Apalachee Parkway  
Tallahassee, FL 32399-6500

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**AGENCY INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**LICENSEE INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

License Number: \_\_\_\_\_ \*\* Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

License Type:

\_\_\_\_\_ Professional Land Surveyor \_\_\_\_\_ Surveyor in Training \_\_\_\_\_ Other: \_\_\_\_\_

Basis of Licensure:

_____ Written Examination	<b>Hours</b>	<b>Results</b>	<b>NCEES</b>	<b>Date of Exam</b>
	PLS _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	FLS _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	State _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

\_\_\_\_\_ PLS/FLS Accepted From: \_\_\_\_\_

Date of Initial License: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**DISCIPLINARY HISTORY**

Disciplinary Action Taken/Pending (Please provide the date and nature of each violation and any penalties: \_\_\_\_\_

**LICENSURE AUTHORITY SIGNATURE**

I \_\_\_\_\_, am an employee of the above-named agency and authorized to conduct a diligent search of the Agency's records that are prepared as a regular practice. After a diligent search of those records, I hereby certify that the foregoing is a true and accurate record of licensure history for the above-named licensee.

**Affix Agency Seal:**

**Signed By** \_\_\_\_\_

**Position Title** \_\_\_\_\_

**Date** \_\_\_\_\_

\*\* Under the Federal Privacy Act, disclosure of Social Security Numbers is voluntary, unless specifically required by federal statute. Social Security numbers must be recorded on all professional license applications and will be used for licensee identification pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, 104 Pub.L. 193, Sec. 317. Social Security numbers will be used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations. As such, disclosure of your Social Security number is required on this application under Sections 409.2577, 409.2598, and 472. 015, Florida Statutes. Social Security numbers are not a public record under Florida law.