

Instructions for Request for Revision of Certificate of Registration

- 1) The application must be completed and notarized
- 2) List only professional engineer (s) or land surveyors (s) who are currently licensed in the State of Connecticut
- 3) Attach a Certificate of Good Standing or Authority (the form may also be known as "Certificate of Legal Existence, which is not more than three (3) months old. This must be obtained from the:

Office of the Secretary of State-Certification Unit

165 Capitol Avenue
Hartford, CT 06106
Telephone: (860) 509-6002

<https://portal.ct.gov/SOTS/Business-Services/Legal-Existence>

- 4) If changes in corporate structure or merger, please attach a letter giving a history of this change along with copies of supporting documentation. Please note the ownership requirements for PC and LLCs.

Public Act 18-141 impacts the following professional engineering or land surveying businesses and imposes the following new ownership requirements:

- **Limited liability companies** (C.G.S. §34-243a) – Not less than two-thirds of the individual members shall be individually licensed, pursuant to CGS Chapter 391, and shall own not less than two-thirds of the voting interests.
- **Professional corporations** (C.G.S. §33-182a) – Not less than two-thirds of the owners shall be individually licensed, pursuant to CGS Chapter 391, and shall own not less than two-thirds of the voting stock of the corporation.



FOR OFFICE USE ONLY

STATE OF CONNECTICUT-Department of Consumer Protection
 450 Columbus Blvd Suite 901
 Hartford CT 06103
 Telephone (860) 713-6142

Request for Revision of Certificate of Registration for a Corporation:

This application must be completed if there are any changes from the last application that is on file with the Board Office. (Check one)

- To practice **Professional Engineering** through licensed professional engineers listed herein.
- To practice **Land Surveying** through licensed land surveyors listed herein.

Please check applicable boxes:

- Name change (Attach Connecticut's Certificate of Authority-should not be more than 3 months old)
- Change in Corporate Structure (Changing from one business entity to another PC, INC, LLC)
- Deletions or Additions of CT Licensees responsible for signing and sealing
- Changes in ownership

Name of Corporation		Former Name of Corporation		License Number
Street Address		City	State	Zip Code
Telephone Number (w/area code)		E-Mail Address		FEIN Number
Mailing Address (if different from above)		City	State	Zip Code
State of Incorporation	If a "Foreign" Corporation, do you have a Certificate of Authority from Connecticut's Secretary of State <input type="checkbox"/> Yes <input type="checkbox"/> No			
HAS THE APPLICANT OR ANY OF THE CORPORATE DIRECTORS OR OFFICERS EVER BEEN CONVICTED OF A FELONY CRIME? <input type="checkbox"/> YES <input type="checkbox"/> NO				
If yes, please attach a statement providing the date (s) of conviction (s), the court (s) where the cases were decided and a description of the circumstances relating to each conviction (s)				
Indicate Organizational Structures: PROFESSIONAL CORPORATIONS (PC) AND LIMITED LIABILITY COMPANIES (LLC) MUST BE AT LEAST 66.67% OWNED AND CONTROLLED BY CONNECTICUT LICENSED ENGINEERS OR LAND SURVEYORS				
<input type="checkbox"/> General Business <input type="checkbox"/> Professional Corporation (PC) <input type="checkbox"/> Limited Liability Co (LLC)				

List below the names, residence address and titles of all directors and officers

Name	Address	Title	CT License Number

HOLDERS OF VOTING STOCK/SHARES (Must be completed by PCs and LLCs)

Name	Address	No. of Voting Stocks/ Shares Held	CT License Number

LIST TOTAL NUMBER OF VOTING STOCKS/SHARES ISSUED TOTAL _____

DELETIONS

CT LICENSEES RESPONSIBLE FOR SIGNING AND SEALING THAT WERE PREVIOUSLY LISTED

Name	Residence Address	CT License Number
Name	Residence Address	CT License Number
Name	Residence Address	CT License Number
Name	Residence Address	CT License Number

ADDITIONS

LIST ALL PERSONNEL IN RESPONSIBLE CHARGE WHO ACT ON BEHALF OF THE CORPORATION AS A PROFESSIONAL ENGINEER OR LAND SURVEYOR WHO HOLD CONNECTICUT LICENSES. **(SIGNATURES REQUIRED IN THE APPROPRIATE SPACE)**

Name	Residence Address	CT License Number
Basis of Engagement by Corp: Part-time, Fulltime, etc	If Professional Engineer, discipline of responsibility	Signature of Licensee

Name	Residence Address	CT License Number
Basis of Engagement by Corp: Part-time, Fulltime, etc	If Professional Engineer, discipline of responsibility	Signature of Licensee

Name	Residence Address	CT License Number
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IF THIS IS AN ENGINEERING CORPORATION - CHECK THE BRANCHES IN THE FIELD OF ENGINEERING WITHIN WHICH THE CORPORATION EXPECTS TO PRACTICE:

<input type="checkbox"/> Civil <input type="checkbox"/> Chemical <input type="checkbox"/> Electrical <input type="checkbox"/> Environmental <input type="checkbox"/> Mechanical <input type="checkbox"/> Other, list branches

AFFIDAVIT

(To be made before a Notary Public or other official qualified by law to administer oaths)

I, the applicant or duly authorized member of the partnership or association, or officer of the corporation on behalf of which the above Application is made, being duly sworn according to law depose and say the answers above set forth are true to the best of my knowledge and belief and that this application is made for the purpose of inducing the issuance of the registration requested.

Signature of Officer, Partner or Proprietor Title Date

Subscribed and sworn to before me:

Signature of Notary Public Date My Commission Expires