

Manual Verification of Licensure/Examination Form

INSTRUCTIONS & CHECKLIST

***NOTE: Please choose only one method of sending a verification request for each jurisdiction. Duplicate verifications will not be completed.**

- Manual verifications are processed only for state boards that do not participate in the online/electronic verifications. Please check <https://account.ncees.org/records/verification-requests/> to see if the state board you are applying to is listed and submit your verification there.
- If the verification has to be done manually, please include a self-addressed stamped envelope addressed to the licensing board to which the verification is to be sent with the LAPELS address as the return address (see LAPELS address at the bottom of this page).
- Complete only the top portion of the verification form
- All exam, certification and licensure information is filled out by LAPELS staff.
- If you are licensed or certified in another state or if you passed the NCEES Examination in another state, you must send the Verification Form to the state licensing board where you are licensed/certified or where you passed the examination so they can fill out this form and submit to LAPELS.

FAQs

1. Is there a fee associated with completing a Verification of Licensure/Certification?

Answer: No. The Louisiana Board does not charge a fee for this service at this time.

2. How long does it take to process a verification?

Answer: The verifications process normally takes up to 10 business days (excluding public holidays) and are done in the order in which they are received.

3. Can I submit a verification if I have not yet taken an exam or applied for certification/licensure with Louisiana?

Answer: No. We cannot process verifications with unavailable or “pending” information. You will need to have already taken your exam in Louisiana or have your Louisiana certificate/license number before submitting a verification request.

4. Who must I contact if I am certified/licensed in the state of Louisiana and am trying to obtain a Verification of Licensure/Examination in another state or jurisdiction?

Answer: If you would like to obtain a license in another state, you must contact the state board which you seek licensure/certification for their application and procedures.

REQUEST FOR VERIFICATION OF LICENSURE OR EXAMINATION

(Please enter dates in the format MM/DD/YYYY)

From: **LOUISIANA PROFESSIONAL ENGINEERING
AND LAND SURVEYING BOARD
9643 BROOKLINE AVE STE 121
BATON ROUGE LA 70809-1433**

Today's Date:

Last 4 of SSN:

Name:

Address:

To:

License #:

(if applicable)

E-mail:

DOB:

***Below is for Staff use only:**

The person named above was licensed or certified as:			
License Type	License / Certificate Number	Date Issued	Valid Until
<input type="checkbox"/> Professional Engineer:			
<input type="checkbox"/> Engineer Intern:			
<input type="checkbox"/> Professional Land Surveyor:			
<input type="checkbox"/> Land Surveyor Intern:			

Basis of Licensure or Certification or Examinations Passed:					
Exam Type	Exam Date	Number Hours	NCEES	Results (Pass / Fail)	Exam Discipline
<input type="checkbox"/> FE			<input type="checkbox"/>		
<input type="checkbox"/> PE			<input type="checkbox"/>		
<input type="checkbox"/> FS			<input type="checkbox"/>		
<input type="checkbox"/> PS			<input type="checkbox"/>		
<input type="checkbox"/> Other			Describe:		
<input type="checkbox"/> Examination Disciplines:					
<input type="checkbox"/> Oral Examination:		hours PE	hours PS		
<input type="checkbox"/> FE or FS Accepted from:					
<input type="checkbox"/> PE or PS Accepted from:					
Additional information:					
Has the applicant been the subject of disciplinary action? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, Please provide details on the reverse side of this form or a separate page.					

By:	
Title:	
Date:	

Board Seal