



Board for Architects, Professional Engineers, Land Surveyors,
Certified Interior Designers and Landscape Architects
PROFESSIONAL ENGINEER & ENGINEER-IN-TRAINING DEGREE VERIFICATION FORM

Instructions:

- Section A: To be completed by the applicant, then forwarded to the college or university for certification. Please enclose a stamped, self-addressed envelope.
Section B: To be completed by the institution listed on this application and returned to the applicant or mailed directly to the Board at the address above.

Section A:

1. Applicant's Full Legal Name (As it appears on your government issued ID or other legal documentation.)

Last (required) First (required) Middle Generation

2. Provide at least **one** of the following identification numbers*:

Social Security Number or Virginia DMV Control Number

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➤ Enter the same identification number as used on examination, previous applications or licenses on file with the department.

* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

3. Date of Birth _____
MM/DD/YYYY

4. Mailing Address (PO Box accepted) _____

City State Zip Code

5. Contact Numbers _____
Primary Telephone Alternate Telephone Fax

6. Email Address _____
Email address is considered a public record and will be disclosed upon request from a third party.

7. Name of Institution _____

8. Address of Institution _____

City State Zip Code

9. Dates Attended From: _____ To: _____
MM/DD/YYYY MM/DD/YYYY

10. Degree _____

11. Applicant's Signature _____ Date _____

Section B:

Certification -

I hereby certify that the individual named on this application graduated from this school/institution.

Degree _____ Major _____

Date Degree Received _____
MM/DD/YYYY

Affix official school seal here.

Signature _____

Official Title _____