



Request for Verification Instructions

NOTE: All fees must be paid in full prior to processing the Request for Verification.

Who should fill out the Request for Verification form?

Individuals certified as an engineering intern (EI) and/or land surveying intern (LSI), a professional engineer (PE), professional land surveyor (PLS), Certified Water Right Examiner (CWRE), and/or registered professional photogrammetrist (RPP) in the State of Oregon who wish to send examination history and registration information to another state's licensing board, NCEES, employer, other entity, or for personal records

There are three methods of transmitting verification:

- Digital submission to state licensing boards via the National Council of Examiners for Engineering and Surveying (NCEES) License/Exam Verification system.
Note: you must first request verification of your license and examination information through the NCEES License/Exam Verification system (<https://verify.ncees.org>).
- Submission of a stamped paper document to a State/Territory licensing board that does not participate in the NCEES License/Exam Verification system: AZ, MT, NY, PA, SD, VT, WI, Guam, Puerto Rico.
- Submission of a stamped paper document to another entity.

How requests are processed

Requests will be processed according to the date received. Be sure to include full payment for each recipient. Fees are located in Oregon Administrative Rule 820-080-0010.

General Instructions

- Step 1 Send form and payment to the Oregon State Board of Examiners for Engineering & Land Surveying:
- OSBEELS
670 Hawthorne Ave., SE
Suite 220
Salem OR 97301
- Step 2 If correspondence has not been received from the OSBEELS within 30 days of submittal, contact us.
- You may also email this PDF to us filled out: osbeels.info@osbeels.oregon.gov*



OFFICIAL USE ONLY
DATE RECEIVED

OFFICIAL USE ONLY
DATE ENTERED

OFFICIAL USE ONLY
ID NUMBER

Request for Verification

| Section A: Individual Information | | | |
|------------------------------------|------------------|-------------------|----------------|
| First Name | Middle | Last Name | License Number |
| Home Address (include unit number) | | Home Phone | |
| City | State / Province | Zip / Postal Code | Home Email |

Select one:

- I have requested verification of my license and examination information through MyNCEES account
- State/Territory not participating in NCEES system: AZ MT NY PA SD VT WI Guam Puerto Rico
- Send my verification to another entity: _____
 Entity Name: _____
 Entity Address: _____

| Select payment method (select one) | | | Verification Fee: \$15 |
|---|-----------|------------------|---------------------------|
| <input type="checkbox"/> Check or Money Order (payable to OSBEELS) | | Amount Enclosed: | |
| <input type="checkbox"/> Debit or Credit Card (Visa, Mastercard, Discover, or AmEx) | | Total Charged: | |
| Card Number | Exp. Date | Security Code * | Billing Zip / Postal Code |
| Signature (serves as payment authorization) | | | Signature Date (M/D/Y) |

* Debit or Credit Card Security Codes

If submitting a payment to OSBEELS for fees by debit or credit card, provide the security code. These codes are a security feature that appears on the back of most Visa, MasterCard, and Discover cards, and on the front of American Express cards. This code is a three or four-digit number which provides a cryptographic check on the information embossed on the card.

American Express Card Users: Look for the 4-digit code printed on the front of the card just above and to the right of the main card number. This 4-digit code is the card security code. Visa, MasterCard, and Discover Card Users: Flip the card over and look at the signature box. A special 3-digit code will be located in the signature box. This 3-digit code is the card security code.