



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
BOARD OF PROFESSIONAL LAND SURVEYORS

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@delaware.gov

VERIFICATION OF LAND SURVEYOR IN CHARGE

INSTRUCTIONS

Use this form to report a change in affiliation of the **Delaware-licensed** Land Surveyor who has been designated as the professional in charge with direct supervision of the practice of land surveying on behalf of a business that holds a Delaware Certificate of Authorization.

Complete the information requested below to add or remove a land surveyor in charge. Complete only one change form per request type. You must upload each completed and signed form on the attachments page of the COA renewal or Manage Affiliations Service Request in **DELPROS**. **A person with knowledge of the business must complete, sign, and date the form. Incomplete and unsigned forms will not be accepted.**

BUSINESS INFORMATION – Required to be completed

1. Business Name (as it appears on Delaware license): _____
2. Delaware Certificate of Authorization License Number: **S8** - _____

LAND SURVEYOR IN CHARGE INFORMATION – Required to be completed

Select Type of Request (check only one):

- Add Land Surveyor In Charge Affiliation Remove Land Surveyor In Charge Affiliation

1. Name of Land Surveyor In Charge: _____
First Name Last Name
2. Delaware Land Surveyor License Number: **S6** - _____

Signature of Land Surveyor in Charge: _____ **Date:** _____

BUSINESS REPRESENTATIVE INFORMATION – Required to be completed

1. Printed Name of Person Completing Form on Behalf of Business: _____
2. Title/Position: _____
3. Do you understand that any change in the designated professional(s) in charge must be reported to the Board within 30 days of the change? Yes No

Signature of Business Representative: _____ **Date:** _____

UPLOAD THIS DOCUMENT TO THE RENEWAL OR SERVICE REQUEST IN DELPROS