670 Hawthorne Avenue, SE
Suite 220
Salem, Oregon 97301

tel. 503.362.2666
email: osbeels@osbeels.org
Web: www.oregon.gov/osbeels

Request for Verification
to Entities Other Than a Licensing Board

A completed verification is an official stamped document that is composed of the individual's name, method of certification(s) and/or registration(s), certification number(s), registration number(s), issuance date(s), expiration date, and disciplinary action(s), if applicable.

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

The required fee to process each verification request is $15.00 (see OAR 820-010-0305). All verifications being submitted to state licensing boards must be requested online through the National Council of Examiners for Engineering and Surveying (NCEES) (https://verify.ncees.org).

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), and/or registered professional photogrammetrist (RPP) in the State of Oregon who wish to obtain a verification for personal records, to provide to an employer, organization or for any reason other than verifying examination history and registration information to another state's licensing board.

How Requests are Processed

Requests will be processed according to the date received by the OSBEELS office.

GENERAL INSTRUCTIONS

Step 1: Send form and payment to the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS):

OSBEELS
670 Hawthorne Avenue, SE
Suite 220
Salem, OR 97301

Step 2: If the recipient has not received a verification from the OSBEELS within 30 days of submittal, please contact us.

Oregon
BOARD OF EXAMINERS
FOR ENGINEERING &
LAND SURVEYING

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Office Use Only - Date Received:

Office Use Only - Date Paid:

Office Use Only - ID #: .....

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Individual Information

First name (personal name)	Middle name or initial	Last name (family name)	
Mailing address (include any apartment number or suite number)			Daytime Phone
City	State or Province	Zip/Postal code	Country
Certified as: ☐ EI ☐ LSI		Certification number(s):	
Registered to practice as: ☐ PE ☐ PLS ☐ RPP		Registration number(s):	

Send verification to

Name of recipient			
Mailing address (include any suite number)			
City	State or Province	Zip/Postal code	Country

Select payment method (choose one)

☐ Check or Money Order (payable to OSBEELS)	☐ Cash	Amount Enclosed:	
☐ Debit or Credit Card (Visa, Mastercard, Discover, or AmEx)		Total Charge to Card:	
Card Number	Exp. Date	Security Code*	Billing Zip/Postal Code

Payment Signature (serves as payment authorization if paying by debit or credit card)

Signature	Date (Mo/Day/Yr)

*** Debit or Credit Card Security Codes**

If submitting a payment to the OSBEELS for fees by debit or credit card, please 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.