Commonwealth of Virginia
Department of Professional and Occupational Regulation
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Richmond, Virginia 23233-1485
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Board for Architects, Professional Engineers, Land Surveyors,
Certified Interior Designers and Landscape Architects

PROFESSIONAL ENGINEER REFERENCE FORM

Applicant: Complete items #1 through #5 then forward this form to the licensed Professional Engineer serving as your reference. The individual providing this reference must have known you within the last five years (from the date of this application) and for at least one year. Three references are required.

Reference: Complete all questions listed in the ‘Reference’ section. Return the completed form to the applicant for inclusion with their application package. Your prompt response is appreciated.

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 one of the following identification numbers:
   - [ ] Social Security Number
   - [ ] Virginia DMV Control Number

3. Mailing Address (PO Box accepted)

   City

   State

   Zip Code

4. Contact Numbers

   Primary Telephone

   Alternate Telephone

5. Applicant's Signature ____________________________ Date ____________

REFERENCE SECTION

This reference can only be completed by a licensed professional engineer who has personal knowledge of the applicant's experience that demonstrates the applicant's competence and integrity.

6. Reference's Name ____________________________

7. Reference's Contact Numbers

   Primary Telephone

   Alternate Telephone

8. Reference's Email Address ____________________________

   (Email address will only be used for communication from the Board staff.)

9. Professional Engineer License Information:

   State/Jurisdiction __________ License Number __________ Expiration Date __________

10. What is your business relationship to the applicant? ____________________________

11. Have you known or been associated with the applicant within the last 5 years?

    No [ ]

    Yes [ ] If yes, have you known the applicant for at least one year? No [ ] Yes [ ]

12. In your opinion, is the applicant competent in the practice of engineering?

    No [ ]

    Yes [ ] If no, give a brief description below:

    ____________________________
13. In your opinion, is the applicant of good moral character?
   No [ ] If no, give a brief description below: 
   Yes [ ]

14. Does the applicant exhibit integrity in the practice of engineering?
   No [ ] If no, give a brief description below: 
   Yes [ ]

15. Additional Comments

16. I certify, to the best of my knowledge, all information provided on this form is true and accurate.

Reference's Signature ____________________________ Date _________