

Applicant's Name \_\_\_\_\_

**REFERENCE WAIVER FORM**  
(Please legibly print when completing this form.)

TO MY SELECTED REFERENCE \_\_\_\_\_, in consideration for an evaluation by you concerning my technical abilities, performance, character and reputation, made on this form to the Texas Board of Professional Land Surveying, I hereby waive any right that I might have to pursue any cause of action against you for negative comments that you might make in your recommendation and evaluation of me in conjunction with my application for certification as a Surveyor In Training or for registration as a Professional Land Surveyor. (Check one before signing)

I hereby subscribe to the above waiver.  I do not wish to waive any of my rights.

\_\_\_\_\_  
Signature of Applicant Date

**INSTRUCTIONS TO THE APPLICANT:**

You are to furnish a reference form to each person listed in answer to the experience section of your application. It is your responsibility to provide them with a copy of the experience section of your application. It is also your responsibility to see that the reference forms are completed by the persons to whom they are delivered and that those persons return the reference forms to the Board before the deadline noted below. You may photocopy this form as needed.

**INSTRUCTIONS TO THE PERSON GIVING THIS REFERENCE:**

The applicant listed above has made application for certification as a Surveyor In Training or for registration as a Registered Professional Land Surveyor. The Board requests that you answer the questions on this form. You are urged to furnish full and complete facts for or against the applicant so the Board may evaluate the applicant's qualifications and experience.

**APPLICATION DEADLINES ARE FOR THE RECIPROCAL EXAM ARE:**

- **JULY 15 FOR THE OCTOBER EXAMINATION**
- **JANUARY 15 FOR THE APRIL EXAMINATION**

Mail this completed form to: THE TEXAS BOARD OF PROFESSIONAL LAND SURVEYING, 12100 PARK 35 CIRCLE, BLDG A, MC-230, SUITE 156, AUSTIN, TEXAS 78753

In conjunction with the completion of this reference form, the Board calls your attention to Section 1071.504 of the Professional Land Surveying Practices Act which provides that any person giving false or forged evidence in order to assist another in obtaining a certificate of registration shall be deemed guilty of a Class B misdemeanor. If space provided is not adequate, you may use page four for additional comments.

1. Your name \_\_\_\_\_  
Land Surveying Registration/License # \_\_\_\_\_ State you are registered in \_\_\_\_\_  
Date of Registration \_\_\_\_\_ Your firm name \_\_\_\_\_  
Your title \_\_\_\_\_  
Your address \_\_\_\_\_
2. How long have you known the applicant? (Month/Year) From \_\_\_\_\_ To \_\_\_\_\_
3. Are you related to the applicant by blood or marriage? \_\_\_\_ If so, how? \_\_\_\_\_

4. What was, or is, your business relationship with the applicant? \_\_\_\_\_
5. Have you and applicant worked together in professional surveying?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If so, during what years? \_\_\_\_\_
6. Has the applicant been under your supervision?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If so, for what length of time? \_\_\_\_\_
7. Has the applicant furnished you with a copy of the surveying experience section of their application?  
Yes \_\_\_\_\_ No \_\_\_\_\_
8. Have you carefully read the applicant's employment and experience information in Section 3 of the application? Yes \_\_\_\_\_ No \_\_\_\_\_
9. Is there a period of time in which you have personal knowledge of the applicant's surveying experience and capabilities and of the "responsible charge" time? Yes \_\_\_\_\_ No \_\_\_\_\_

If your answer to question 9 is "yes", please answer the following questions:

- a. What period of time? (Month/Year) From \_\_\_\_\_ To \_\_\_\_\_
  - b. State your professional opinion of the applicant's percentage of "delegated responsible charge" time in topographic surveying or construction surveying during said time period \_\_\_\_\_.%
  - c. State your professional opinion of the applicant's percentage of "delegated responsible charge" time in professional surveying during said period of time \_\_\_\_\_.%
  - d. Do you agree with the applicant's characterization of the work performed? Yes \_\_\_\_\_ No \_\_\_\_\_  
If not, explain \_\_\_\_\_
  - e. Do you agree with the applicant's characterization of the extent of responsibility?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If not, explain \_\_\_\_\_
10. Rate the applicant's technical ability.  
Poor \_\_\_\_\_ Below Average \_\_\_\_\_ Average \_\_\_\_\_ Above Average \_\_\_\_\_ Excellent \_\_\_\_\_
  11. Do you know of anything which would affect the applicant's suitability for registration?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain \_\_\_\_\_  
\_\_\_\_\_
  12. Based on your evaluation, would you hire the applicant in a position of delegated responsible charge?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If not, explain \_\_\_\_\_  
\_\_\_\_\_
  13. If you were purchasing an expensive commercial tract of land, would you retain the applicant (if registered) to survey the tract for you? Yes \_\_\_\_\_ No \_\_\_\_\_ If not, explain \_\_\_\_\_  
\_\_\_\_\_
  14. Rate the applicant's character and reputation.  
Poor \_\_\_\_\_ Below Average \_\_\_\_\_ Average \_\_\_\_\_ Above Average \_\_\_\_\_ Excellent \_\_\_\_\_
  15. Do you personally recommend the applicant for certification or registration? Yes \_\_\_\_\_ No \_\_\_\_\_  
If not, explain \_\_\_\_\_  
\_\_\_\_\_

16. To your knowledge, has the applicant ever:

- a. been suspended, censured or otherwise reprimanded or disqualified as a member of any professional or occupational group? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain \_\_\_\_\_  
\_\_\_\_\_
- b. had any formal charges or complaints made concerning his conduct as a member of any professional group? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain \_\_\_\_\_  
\_\_\_\_\_
- c. had any civil actions filed against him or had any judgments rendered against him ?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain \_\_\_\_\_  
\_\_\_\_\_
- d. had a complaint filed against him in any civil, criminal or administrative forum, alleging fraud, deceit, misrepresentation or malpractice? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain \_\_\_\_\_  
\_\_\_\_\_
- e. filed or had filed against him a petition in bankruptcy? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain \_\_\_\_\_  
\_\_\_\_\_
- f. been convicted for any violation of any law (except minor traffic violation)? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, explain \_\_\_\_\_  
\_\_\_\_\_
- g. received a discharge from the uniformed services other than an honorable discharge?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain \_\_\_\_\_  
\_\_\_\_\_
- h. used any other name than that shown at the top of this form? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, explain \_\_\_\_\_  
\_\_\_\_\_
- i. been denied a business, trade or professional license (for example CPA, Real Estate Broker or RPE)? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain \_\_\_\_\_  
\_\_\_\_\_
- j. had a business, trade or professional license revoked? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, explain \_\_\_\_\_  
\_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_ I have read the foregoing document and have answered all questions fully and frankly. The answers are complete and are true of my own knowledge.

\_\_\_\_\_  
Signature of Person Giving Reference

Subscribed and sworn to me on the \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_