

Texas Board of Professional Land Surveying
12100 Park 35 Circle, Building A, Suite 156, MC-230,
Austin, TX 78753
www.txls.texas.gov
Phone: (512) 239-5263 Fax: (512) 239-5253

Office Use Only

Receipt #

2018 Firm Renewal Form

PLEASE COMPLETE ALL QUESTIONS IN THE BOX. Failure to do so may result in your renewal not being processed.

This form may be used to renew a firm certificate of registration to offer land surveying services in Texas. This form will not renew a RPLS or LSLs license.

In compliance with Occupations Code section 1071.352, an association, partnership or corporation may not offer professional surveying services unless the entity is registered with the Board and a registered professional land surveyor is employed full-time where the services are offered.

Renewal notice forms are mailed to the address noted in the records of the Board at the time the renewal notices are printed. The Board must be notified, in writing, of any changes concerning a firm's contact information. **This renewal form will not constitute a notice of information change.** A Firm Change of Information form is available on the Boards website and can be emailed (Natalie.jackson@txls.texas.gov) faxed (512-239-5253), or mailed to the Board office.

Firms with expired firm certificates must cease offering land surveying services until the certificate is renewed. Renewals submitted for an expired certificate will be required to pay late fee penalties as stated in §661.55 of the Texas Administrative Code. Please visit the Board's website to obtain the Late Firm Renewal Form.

Firm Name: _____

Address: _____

City/County/State: _____

Telephone: _____

E-mail: _____

Firm Number: _____

Amount Paid: _____ Date Submitted: _____

Firm renewal fee due before December 31:

\$31.00

- per association, partnership, corporation or branch offering land surveying services

DO NOT SEND CASH OR FOREIGN MONEY. Please do not combine firm renewal payments with any other fees/payments in one check or money order.

Renewals must be **RECIEVED** by the Board office no later than **December 31**. The Board does not accept the postmark.