Application Checklist

Applicant’s Name: 

☐ **Application and State Specific Exam Fee Enclosed**: Check, money order or credit card. If paying by check or money order, make payable to NCBELS.

☐ **Verification of Exams and Licensure**: Applicant has requested verification forms from state(s) in which exams were administered. If SI certification and PLS licensure were from different states, then both states must be requested. For **Comity licensure**, if applicant is not current in the state of exams, then applicant must request verification from the state where currently licensed. Check with the state board for any fees. **If the FS or PS exam was taken in NC, verification is not required for that exam.**

☐ **Section D of Application**: Applicant has requested educational institutions to forward transcripts directly to the Board (a transcript is required even if no degree was awarded). Educational institutions can send transcripts via e-mail to dtaylor@ncbels.org.

☐ **Section E of Application**:
  - References, preferably licensed Professional Land Surveyor, have been listed. **FAMILY AND BOARD MEMBER REFERENCES ARE NOT ACCEPTED.**
  - Forms have been given to listed references and are to be returned in a sealed envelope with signature over the flap.

☐ **Section F of Application**: Applicant affidavit has been executed and witnessed by Notary Public.

☐ **Board exam** completed, and answer sheet enclosed.

☐ **Map submitted**.