



The Guam Board of Registration
for
PROFESSIONAL ENGINEERS, ARCHITECTS & LAND SURVEYORS

Inetnon Rihestrasyon Inheneron Prufisionat, Atketekto yan Agranensot Tano'



CERTIFICATE OF AUTHORIZATION (COA) APPLICATION INSTRUCTIONS

A. General -

- An entity (corporation) must first secure a certificate from Guam Department of Revenue & Taxation as a foreign or domestic corporation. Submit to the Board copy of Articles of Incorporation, By-Laws and Certificate of Incorporation.
- Limited Liability Company must provide copy of Articles of Organization.
- Partnerships must provide partnership agreement.
- Sole proprietors using fictitious name must first secure a certificate of transacting business under a fictitious name from Guam Department of Revenue & Taxation.

B. Application -

- An application form for a Certificate of Authorization (COA) prescribed by the PEALS Board must be completed and filed with this Board. **Please do not retype or re-create the application form. We will only accept applications originally formatted by this Board.** The form is printed "upside down on reverse" for the ease of review. Documents other than this form will not be accepted.
 - The application must comply with the following: (Pursuant to Public Law 24-263)
 - a) A corporation, partnership, proprietorship or limited liability company desiring a certificate of authorization shall furnish the Board such information about its organization and activities as the Board may require by regulation;
 - b) Designate the individual or individuals registered on Guam to practice engineering, architecture, or land surveying as applicable who shall be in responsible control of the professional practice as the "Responsible Managing Employee (RME)";
 - c) A multi-discipline firm who has more than one (1) designated RME shall be required to have a minimum of one (1) RME available on a full time basis with 75% physical presence and must have full control over the particular services contracted for by the firm;
 - d) All off-island firms (out of Guam) granted a COA shall be required to maintain a local (Guam) office under the control of at least one (1) RME who shall be available on a full-time basis with a 75% physical presence in full control of the operations of the firm.
 - The application must include:
 - a) Application fee of \$75.00 check or money order payable to the "Treasurer of Guam".
- It is mandatory that you provide all information requested. Omission of any item of requested information will result in delay of Board's action. Complete, type and sign the application.
- Upon approval, payment of a \$200.00 registration fee per type of service provided (if engineering, per engineering discipline) will be charged.



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Inetnon Ribestrasion Inbeneron Profusionat, Atketekto yan Agranensot Tano'

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Upper Tumon, Guam 96913

- NEW
- AMENDMENT
- RENEWAL

Tel: 671/646-3115 ♦ Fax: 671/649-9533
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E-mail: info@guam-peals.org

APPLICATION FOR A CERTIFICATE OF AUTHORIZATION

1	FIRM NAME/BUSINESS ADDRESS:	2	TYPE OF OWNERSHIP: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other _____	
1a	APPLICATION IS FOR: <input type="checkbox"/> Parent Company <input type="checkbox"/> Branch or Subsidiary <i>(complete block 3)</i>	2a	PRESENT FIRM INCORPORATED or ORGANIZED IN: _____ City State Date	
3	Name of Parent Company/Business Address, <i>if any</i> :	4	Professional Services to be provided: <input type="checkbox"/> Civil Engineering <input type="checkbox"/> Architecture <input type="checkbox"/> Electrical Engineering <input type="checkbox"/> Land Surveying <input type="checkbox"/> Mechanical Engineering <input type="checkbox"/> Construction Mgmt <input type="checkbox"/> Structural Engineering <input type="checkbox"/> Other	
5	RESPONSIBLE MANAGING EMPLOYEE (RME) FOR PROFESSIONAL SERVICES TO BE PROVIDED:			
	NAME	PROFESSIONAL SERVICE	GUAM REG NO.	SIGNATURE
6	GUAM OFFICE, <i>if different from Block 1: (Pursuant to Section 32123(c), GCA Title 22 as amended by P.L. 24-263)</i>			
	Business (Physical) Address:	Telephone: Fax: E-Mail:	Mailing Address <i>(if different from business address)</i> :	
7	NAME(S) OF RME WITH 75% PHYSICAL PRESENCE AND IN FULL CONTROL OF THE GUAM OPERATIONS:			
	NAME	DISCIPLINE	GUAM REG NO.	SIGNATURE

