

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

Inetnon Rihestrasyon Inheneron Profisionat. Atketeckla yan Agranensot Tano'

**CERTIFICATE OF AUTHORIZATION (COA) APPLICATION
INFORMATION AND INSTRUCTIONS**

Section 32123 of Public Law 30-35, the "Professional Engineers, Architects and Land Surveyors Law" provides that a corporation, partnership, proprietorship or limited liability company holding itself out or performing any of the services involved in the practice of engineering, architecture, landscape architecture or land surveying must obtain a Certificate of Authorization from the Board. The Board may issue a COA to such corporation, partnership, proprietorship or limited liability company, provided that:

One or more of the officers of a corporation; one (1) or more of the general partners of a partnership (including limited liability company); the sole proprietor of a proprietorship; or one (1) or more of the managers of a limited liability company are registered under this Chapter, or the engineering, architecture, landscape architecture or land surveying registration of another jurisdiction within the United States, District Columbia or its Territories.

GENERAL -

1. An entity (corporation, including professional corporations), partnership (including limited liability partnership), limited liability company, proprietorship, or association must first secure a Certificate of Authority from the Guam Department of Revenue & Taxation as a foreign or domestic entity. Submit to the Board copy of Articles of Incorporation, By-Laws and Certificate of Authority.
2. Limited Liability Company must provide copy of Articles of Organization.
3. Partnerships must provide partnership agreement.
4. Sole proprietors practicing engineering, architecture, landscape architecture or land surveying under a fictitious name must first secure a certificate of transacting business under a fictitious name from the Guam Department of Revenue & Taxation. However, if the individual is practicing in his own given signature name, he is not required to obtain a COA.
5. Associations must submit information about its organization.

APPLICATION -

Complete the COA application form prescribed by the PEALS Board using a typewriter or print legibly in black ink. ***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 ease of review. Documents other than this form will not be accepted.

1. The application must comply with the following: (Pursuant to Public Law 30-35)
 - 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, landscape 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 who must have full control over the particular services contracted for by the firm on Guam;
 - d. All firms granted a COA shall be required to maintain an office under the control of at least one (1) RME in full control of the operations of the firm.

"If the business address (at time of filing of application) is a temporary business office, you are required to secure a legitimate office where engineering, architecture, land surveying, landscape architecture or construction management services will be provided. This must be reported to the PEALS Board within six (6) months after approval of the COA from this Board".

2. The application must include:
 - a. A map or direction to the business office.
 - b. The applicable non-refundable application fee of \$150.00 check or money order must be made payable to the "Treasurer of

Guam”.

3. 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.
4. Upon approval, payment of the required (may be pro-rated) initial registration fee per type of service provided (if engineering, per engineering discipline) will be charged.
5. After receipt of COA from the PEALS Board, you are required to obtain or apply for a GRT (Gross Receipts Tax) account with the Department of Revenue & Taxation.

RENEWAL -

The renewal fee have been set by the Board at \$225 per service. If engineering, per discipline. Certificates of Authorization shall be renewed annually. It shall be unlawful for an entity or firm (corporation, partnership, limited liability company, association, etc.) to practice, or to offer to practice, or hold itself out as qualified to practice engineering, architecture, landscape architecture or land surveying following the expiration of said COA. All COAs expire October 31 of every year.

Renewals of Certificates of Authorization shall require a clearance from the Department of Revenue & Taxation that they are current on their taxes with the government of Guam, or have an agreement with the Department of Revenue & Taxation for their back taxes.

Such clearance shall be submitted with their renewal application form.

CHANGES -

In the event there shall be a change in any of the persons listed (especially the designated responsible managing employees) during the year, such changes shall be filed with the Board by the corporation, partnership or firm within thirty (30) days after the effective date of such changes.

SUBMITTALS-

The completed COA application package shall include:

- Completed COA application form.
- Documents required (see requirements under "General".
- Non-refundable application fee; Check or Money Order
- Supplemental sheets may be submitted if additional space is required. It must be on the same original format of the COA.

Mail or submit completed package to:

Board of Registration for
Professional Engineers, Architects and Land Surveyors

ITC Building
590 S. Marine Corps Drive
Suite 511
Tamuning, GU 96913