

**Board for Architects, Professional Engineers, Land Surveyors,  
Certified Interior Designers and Landscape Architects  
PROFESSIONAL ENGINEER REFERENCE FORM**

Applicant: Complete items #1 through #5 then forward this form to the **licensed Professional Engineer** serving as your reference. The individual providing this reference must have known you within the **last five years** (from the date of this application) and for at least **one year**. Three references are required.

Reference: Complete all questions listed in the 'Reference' section. Return the completed form to the applicant for inclusion with their application package. Your prompt response is appreciated.

1. Applicant's Full Legal Name (As it appears on your government issued ID or other legal documentation.)

\_\_\_\_\_  
Last (required) First (required) Middle Generation

2. Provide **one** of the following identification numbers:

**Social Security Number** or  **Virginia DMV Control Number**

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3. Mailing Address (PO Box accepted) \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

4. Contact Numbers

\_\_\_\_\_  
Primary Telephone Alternate Telephone

5. Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

**REFERENCE SECTION**

*This reference can only be completed by a **licensed professional engineer** who has personal knowledge of the applicant's experience that demonstrates the applicant's **competence and integrity**.*

6. Reference's Name \_\_\_\_\_

7. Reference's Contact Numbers

\_\_\_\_\_  
Primary Telephone Alternate Telephone

8. Reference's Email Address \_\_\_\_\_

(Email address will only be used for communication from the Board staff.)

9. Professional Engineer License Information:

State/Jurisdiction \_\_\_\_\_ License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

10. What is your relationship to the applicant? \_\_\_\_\_

11. Have you known or been associated with the applicant within the last 5 years?

No

Yes  If yes, have you known the applicant for at least one year? No  Yes

12. In your opinion, is the applicant competent in the practice of engineering?

No  If no, give a brief description below:

Yes

13. In your opinion, is the applicant of good moral character?

- No  If no, give a brief description below:  
Yes

14. Does the applicant exhibit integrity in the practice of engineering?

- No  If no, give a brief description below:  
Yes

15. Additional Comments

16. I certify, to the best of my knowledge, all information provided on this form is true and accurate.

Reference's Signature \_\_\_\_\_ Date \_\_\_\_\_