

Wisconsin Department of Safety and Professional Services

Office Location: 4822 Madison Yards Way
Madison, WI 53705
Phone Number: (608) 266-2112

LicensE Portal: [License.wi.gov](http://license.wi.gov)
Email: dsps@wisconsin.gov
Website: <http://dsps.wi.gov>

DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

REPORT OF RENEWAL INFORMATION FOR CERTIFICATE OF AUTHORIZATION

Certificates of Authorization to practice architecture, professional engineering, design of engineering systems, or interior design as a corporation must be renewed before February 1st of every even-numbered year (Wis. Stat. § [443.08\(3\)](#)). To renew, a corporate certificate holder must upload this report of renewal information for certificate of authorization into their [LicensE](#) renewal application. A late filing fee is required for all renewals received after the expiration date.

1. Registration number _____

2. Corporation name _____

Check here if this is a change from that shown on the renewal application.

Previous name _____

3. Mailing address _____

NOTE: If the corporation name or mailing address differs from that on the renewal application, the change must be recorded on both this form and in the renewal application.

4. Names and addresses of all officers and directors of the corporation: (Attach additional sheets if necessary.)

| <u>Name</u> | <u>Address</u> | <u>Title</u> |
|-------------|----------------|--------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

5. Addresses of all branch offices located in Wisconsin: (Attach additional sheets if necessary.)

6. The certificate of authorization should include authorization to provide the following professional services through registered persons (check all that apply).

Architecture Professional Engineering Designer of Engineering Systems Interior Designer

7. All licensed employees of a corporation licensed in any of the above professions in Wisconsin must complete the Certificate on this form. All licensees are required to possess a personal seal pursuant to [Wis. Admin. Code ch. A-E 2](#). The seal, name, profession, registration number, address, and signature must be included in the Certificate. (Attach additional pages if necessary.) Please specify if licensee should be listed as Responsible/In Charge licensee for company.

8. Any changes in the above information during the two-year registration period must be reported in writing to the Department of Safety and Professional Services, Division of Professional Credential Processing, P.O. Box 8935, Madison, WI 53708.

9. Name _____

Title _____

_____/_____/_____
Signature (Provide a digital signature or print and sign form.) Date

Wisconsin Department of Safety and Professional Services

CERTIFICATE

I certify that I am employed by (name of corporation) _____
and that I have a current license in architecture, professional engineering, designer of engineering systems, or interior
designer which is being practiced in Wisconsin through said corporation.

(SEAL)

Responsible licensee Yes No

Name _____
Profession _____
Registration Number _____
Address _____

SIGNATURE _____
(Provide a digital signature or print and sign form.)

(SEAL)

Responsible licensee Yes No

Name _____
Profession _____
Registration Number _____
Address _____

SIGNATURE _____
(Provide a digital signature or print and sign form.)

(SEAL)

Responsible licensee Yes No

Name _____
Profession _____
Registration Number _____
Address _____

SIGNATURE _____
(Provide a digital signature or print and sign form.)

(SEAL)

Responsible licensee Yes No

Name _____
Profession _____
Registration Number _____
Address _____

SIGNATURE _____
(Provide a digital signature or print and sign form.)

(SEAL)

Responsible licensee Yes No

Name _____
Profession _____
Registration Number _____
Address _____

SIGNATURE _____
(Provide a digital signature or print and sign form.)

(SEAL)

Responsible licensee Yes No

Name _____
Profession _____
Registration Number _____
Address _____

SIGNATURE _____
(Provide a digital signature or print and sign form.)