



NORTH DAKOTA STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS & LAND SURVEYORS

September 28, 2026

«Name_of_Company»
«Address» «Address_2»
«City», «State» «Zip_Code»

RE: Renewal of North Dakota (ND) Certificate of Commercial Practice (CoCP)

Notice: Your company's CoCP (License) for practicing Engineering and/or Land Surveying in ND will expire on **December 31, 2026**.

Fee Schedule:

Before January 1, 2027 – \$100.00

After December 31, 2026 – \$130.00

North Dakota Secretary of State:

Please ensure the company has an "Active" and "In-Good Standing" status with the North Dakota Secretary of State's Office by using this link: <https://firststop.sos.nd.gov/search/business>. This is an auditable item for which violators, including third party agents, may be assessed a civil penalty per North Dakota Century Code 43-19.1.

Online Renewal:

Online renewal is available through the Board's website. Visit www.ndpelsboard.org under the **"Certificate of Commercial Practice"** box select the **"Renewal"** option. Be sure to follow all the instructions provided.

Mail in Renewal:

Please use our current form found on our website www.ndpelsboard.org. You can find the current form, under the **"certificate of commercial practice" box select "renewal"**, and follow the instructions provided. All renewals must be mailed in with a check or money order. Renewals submitted with an NSF or returned check will be assessed the appropriate banking fees. Incomplete renewal submissions will be returned.

Please contact our office at help@ndpelsboard.org or (701)-258-0786 if you have any questions.

Respectfully,

A handwritten signature in black ink that reads "Kimberly A. Gullickson".

Kimberly A. Gullickson
Executive Director

3255 Greensboro Drive, Suite 203, Bismarck, ND 58503

Phone: (701) 258-0786 - Email: help@ndpelsboard.org - Website: www.ndpelsboard.org