

**Montana Board of Professional Engineers & Professional Land Surveyors**  
***LICENSEE SEAL USAGE, SPECIFICATIONS, ORDERING AND WALL CERTIFICATES***  
***INFORMATION***

**Montana Code Annotated (MCA) 37-67-314. Issuance of certificates -- seal of professional engineer or professional land surveyor -- enrollment card for interns.**

(1) The department shall issue to any applicant who, in the opinion of the board, has met the requirements of this chapter a certificate of registration giving the registrant proper authority to engage in the practice of engineering or the practice of land surveying and to assume responsible charge of engineering or land surveying projects in this state. The certificate of registration for a professional engineer must carry the designation "professional engineer" and for a professional land surveyor, "professional land surveyor". It must give the full name and serial number of the registrant and must be signed by the presiding officer and the secretary under the seal of the board.

(2) This certificate is prima facie evidence that the named person is entitled to all rights, privileges, and responsibilities of a professional engineer or professional land surveyor while the certificate of registration remains unrevoked or unexpired.

(3) Each registrant may, upon registration, obtain a seal of a design authorized by the board, bearing the registrant's name, serial number, and the legend "professional engineer" or "professional land surveyor". Plans, specifications, plats, drawings, reports, design information, and calculations prepared by a registrant must when issued be signed with a written signature, dated, and stamped with the seal or a seal facsimile. It is unlawful for a registrant to affix or permit the seal and signature or seal facsimile to be affixed to any plans, specifications, plats, drawings, reports, design information, or calculations after the expiration of a certificate or for projects for which the registrant was not in responsible charge.

**Administrative Rule of Montana (ARM) 24.183.511 LICENSE SEAL**

(1) Upon approval of the application by the board, the licensee will be advised that the licensee may secure an official seal. The following seals are authorized:

(a) pocket seal, the size commercially designated as a 1 5/8 inch seal;

(b) a desk seal or rubber stamp seal the size commercially designated as a two inch seal;

(c) the seal will bear the licensee's name, license number and the legend "Licensed Professional Engineer", "Licensed Professional Land Surveyor" or "Licensed Professional Engineer and Professional Land Surveyor"; and

(d) a seal is allowed to be reduced to one half of its original size.

(2) For stamping plans, specifications and reports, licensees are authorized to use a facsimile made of their official seal. The title page of all sets of plans and all documents filed with public authorities must bear the seal and original signature.

(3) Individuals licensed as a "Professional Engineer", "Professional Land Surveyor" or "Professional Engineer and Professional Land Surveyor" may secure an official seal, which must contain the licensee's name, license number, and the applicable legend "Licensed Professional Engineer", "Licensed Professional Land Surveyor", or "Licensed Professional Engineer and Land Surveyor". For the purpose of sealing printed drawings, specifications, and other appropriate documents, each licensee shall obtain an embossing or rubber stamp and an electronic reproduction facsimile of the seal to be used on documents prepared by or under the supervision of a licensee. When required, the seal or electronic reproducible facsimile must be applied on all final original drawings, with the licensee's signature, to produce legible reproduction on all copies or prints made from the drawings.

(4) A signature is:

(a) an original manual signature of the licensee who applied it; or

(b) a digital signature, which has an electronic authentication process attached or is logically associated with an electronic document, and must be:

(i) unique to the person using it;

(ii) capable of verification;

(iii) under the sole control of the person using it; and

(iv) linked to a document in such a manner that the digital signature is invalidated if any data in the document is changed.

**SEAL ORDERING INFORMATION**

The board no longer orders the seals for licensees. Licensees can order their seal at a location they determine. The only requirement is that the seal must meet the specifications identified in ARM 24.183.511 above. To order your Montana seal and/or stamp, please have the following information at hand:

1. A copy of your computer-generated certificate or pocket cards, which shows your name and license number to verify your Montana license.
2. A copy of the specifications listed above, and
3. Specify the type of seal or stamp you wish to purchase.

**YOUR SEAL MUST BE ON PLANS AND DESIGNS FOR WHICH YOU ARE IN RESPONSIBLE CHARGE.**

*This is an engineer surveyor sample (ES) only* – Please use your license designation: PE for Professional Engineer, LS for Land Surveyor, or ES for Engineer/Surveyor.



**WALL CERTIFICATES**

Your 8-1/2" by 11-1/2" wall certificate will be sent out under separate cover. The wall certificates are signed by the Board Presiding Officer and Board Secretary at the next scheduled Board meeting.