



# TBPELS SEAL IMPRINT INSTRUCTIONS AND PHOTOGRAPH SUBMITTAL FORM

1917 S. Interstate 35, Austin, TX 78741-3702  
(512) 440-7723 / FAX (512) 440-5715

P.E. Number

\_\_\_\_\_

Within 60 days of licensure notification, Board Rule §133.97 requires P.E. to:

- (1) obtain a seal;
- (2) place the seal imprint and a wallet-sized portrait photograph on this form &
- (3) return the form to the Board for its files.

Failure to return an acceptable seal imprint and portrait within 60 days after the date of this notice is a violation of Board Rules and may subject the licensee to sanctions as outlined in the Texas Engineering Practice Act, §1001 Subchapter J.

### YOUR SEAL/STAMP IMPRINT MUST BE ACCEPTED BY THE BOARD BEFORE ANY DOCUMENTS CAN BE SEALED.

Rubber stamps, impression seals, and electronic seals are all acceptable under Texas law. To have a seal/stamp made, check the internet or yellow pages in your city for "stamps and seals". For your convenience, a copy of the artwork can be downloaded from our website at: <http://engineers.texas.gov/downloads.htm#seal> Scanned form with printed seal can be emailed to: [sealimprint@engineers.texas.gov](mailto:sealimprint@engineers.texas.gov) However, forms using an impression or embossing seal must be mailed to the office.

**EXAMPLE**

To be acceptable, the seal must be designed as shown. The Board may reject seals that do not conform to this design. Note the sizes and positions of the stars and the type of border. Titles, such as "Dr.", "Col" or "P.E." should not be included on the seal.

The following rules apply to seals:

Rule 137.31 (b) "Physical and electronic seals shall be of the design illustrated in this section and shall be no larger than two inches. Regardless of seal size the engineer's name and number must be clearly legible."

Rule 137.31 (c) "All physical seals obtained and used by license holders shall be capable of leaving a permanent ink image or permanent impression of the seal attached to the engineering work."

Rule 137.31 (d) "All seals obtained and used by license holders shall contain any given name, commonly accepted variation of the given name, or initial combination with the surname as currently listed with the board and in the usual written signature. Nicknames shall not be permitted on a seal in lieu of a given name or initial combination. The name can be displayed on the seal using all uppercase letters such as "LESLIE H. DOE" or using the standard combination of upper and lowercase letters, such as "Leslie H. Doe"."

Rule 137.31 (e) "Preprinting of blank forms with an engineer's seal, or the use of decal or other seal replicas is prohibited."

The Board will notify you if your seal is unacceptable. When your seal imprint form is received, it will be reviewed for accuracy and you will be notified by email if it is approved.

### Please provide the following information to be used for statistical purposes only:

Check One Race:  Native American  Black  White  Hispanic  Asian or Pacific Islander  
Check One Sex:  Male  Female

Notification Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Engineer's Stamp and/or Seal Imprint

TAPE A RECENT BLACK AND WHITE OR COLOR PHOTOGRAPH OF YOURSELF HERE.

THE PHOTOGRAPH SHALL BE:

SUITABLE FOR IMAGING, PORTRAIT STYLE (HEAD AND SHOULDERS), TAKEN WITHIN THE LAST YEAR, AND SHOULD FIT IN THIS BOX. PASSPORT PHOTOS ARE ACCEPTABLE

2.5" x 2.5"

In compliance with Board Rule §133.97, I am submitting the imprint of my seal/stamp as a Texas licensed P.E., along with a wallet-sized portrait photograph.

\_\_\_\_\_  
Engineer's Signature