



BOARD OF ARCHITECTURE ▪ ENGINEERING
LAND SURVEYING ▪ LANDSCAPE ARCHITECTURE
GEOSCIENCE ▪ INTERIOR DESIGN

85 East 7th Place, Suite 160, St. Paul, MN 55101-2113

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APPLICATION FOR TEMPORARY PERMIT INSTRUCTIONS

Please read [MN Rules 1800.0900, subp. 7](#) and [MN Statutes 326.13 \(1\)](#) regarding temporary permits.

Temporary permits are available to qualified individuals demonstrating need who are already licensed/certified in another jurisdiction as one of the following:

**Architect, Professional Engineer, Professional Geologist,
Professional Soil Scientist, or Certified Interior Designer.**

Note: Architects with “green” NCARB Records and no disciplinary action and professional engineers designated as a “Model Law Engineer (MLE)” in their NCEES Council Records **already have an expedited path** through the licensing process without the need to apply for a temporary permit. Check your professional records with NCARB or NCEES to confirm your status.

Military members and spouses: See instead [Temporary Military License/Certification Application](#).

To obtain a temporary permit, you must submit this application along with your [application for licensure by comity/EEE](#) in your profession.

You must include the **\$120 license fee** required by [MN Statutes 326.10 Subd. 1](#) and [326.105](#) with your application for temporary permit. **This fee is in addition to the application fee for licensure by comity/EEE.**

Please note that temporary permits are **project specific**. You cannot undertake additional projects until the Board issues your license/certificate number.

If you are eligible:

You will be issued a temporary permit **which must be signed and returned to the Board office within five business days**. Keep a copy for your records. Permits are not valid and you may not practice in Minnesota until this step is completed.

Temporary permits are valid for no more than 60 days and expire on the date listed on the permit or upon issuance of the license or certificate number, whichever occurs first. **Temporary permits cannot be renewed.**

If you are not eligible:

You will be notified in writing and your \$120 license fee will be refunded.

Make your check or money order payable to “Minnesota Board of AELSLAGID” and submit this form with your comity application to the address above.

If you have questions, please call the Board office at 651-296-2388.

NOTICE OF COLLECTION OF PRIVATE DATA

In accordance with the Minnesota Government Data Practices Act (Minnesota Statutes §13.04, Subd. 2), the Board is required to inform you of your rights as they pertain to private data collected from you on this application for licensure. The data you furnish on the application will be used by the Board to assess your qualifications for licensure. The collection of your social security number by the Board is required by both federal and state laws. If you fail to provide this data, the Board may be unable to approve your application or issue your license.

Federal law (42 U.S.C. 666(a)(13)) requires each state to collect social security numbers at the time of application for a professional or occupational license in order to improve effectiveness of child support enforcement.

Additionally, pursuant to Minnesota Statutes §270C.72, Subd. 4 (2022) the Board must provide the Commissioner of the Minnesota Department of Revenue a list of all applicants, including name, address and social security number or Individual Tax Identification Number (ITIN), each calendar year for the purpose of identifying individuals owing delinquent taxes. Pursuant to Minnesota Statutes §13.41, Subd. 2 (2022), all application data, except name and designated address, are private data until licensure is granted. When licensure is granted, all data, except social security number, become public record.

The Board will not share your private data with other persons or agencies unless it is required by law.



FOR BOARD USE ONLY

Date Received and Fee

FOR BOARD USE ONLY

☐ Approved

Date Permit Issued:

☐ Denied

Date Denial Letter Issued:

APPLICATION FOR TEMPORARY PERMIT

License/Certificate Fee: \$120*

Enclose check or money order payable to
MN Board of AELSLAGID

*Also enclose the fee listed on the Comity/EEE application form.
If your license application is denied,
the \$120 license fee (only) will be refunded.

1. Legal Name _____
(First) (Middle) (Last) (Suffix)

2. This application is for the following profession:

☐ Architect ☐ Professional Engineer ☐ Professional Geologist ☐ Professional Soil Scientist ☐ Certified Interior Designer

3. State in which you are currently licensed/certified to practice the profession selected above: _____

4. Details of project for which the temporary permit is sought.

Temporary permits are granted to do a specific job for a specific period of time. Please provide details about the specific job for which the temporary permit is sought, such as location, client, proposed start and end dates, and description of work.

5. I have enclosed the \$120 licensee fee, **along with the Comity/EEE application form and fee.**

I understand that I may not practice in Minnesota until I sign and return the temporary permit I receive from the Board, if my application is approved. If signing electronically, I agree that my electronic signature shall constitute the execution of this document in exactly the same manner as if I had signed by hand.

Applicant Signature _____

Date _____