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**Rules of**  
**Department of Insurance,**  
**Financial Institutions and**  
**Professional Registration**

**Division 2030—Missouri Board for Architects,**  
**Professional Engineers, Professional Land Surveyors,**  
**and Professional Landscape Architects**  
**Chapter 3—Seals**

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**Title 20—DEPARTMENT OF  
INSURANCE, FINANCIAL  
INSTITUTIONS AND  
PROFESSIONAL REGISTRATION**

**Division 2030—Missouri Board for  
Architects, Professional Engineers,  
Professional Land Surveyors, and  
Professional Landscape Architects  
Chapter 3—Seals**

**20 CSR 2030-3.010 Official Seal of Board**

*PURPOSE: This rule describes the official seal of the board.*

(1) The official seal of the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors, and Landscape Architects shall consist of the Great Seal of the State of Missouri, minus the words The Great Seal of the State of Missouri and in substitution for which words shall be the words Board for Architects, Professional Engineers, Professional Land Surveyors, and Landscape Architects, divided by the word Missouri, all the words engraved and surrounded by a cord-like circle within a fringed circle and of the dimensions of two and one-quarter inches (2 1/4") in diameter.

*AUTHORITY: section 327.041, RSMo Supp. 2001.\* This rule originally filed as 4 CSR 30-3.010. Original rule filed March 16, 1970, effective April 16, 1970. Amended: Filed Oct. 30, 2002, effective April 30, 2003. Moved to 20 CSR 2030-3.010, effective Aug. 28, 2006. Non-substantive change filed Oct. 21, 2015, published Dec. 31, 2015.*

*\*Original authority: 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999, 2001.*

**20 CSR 2030-3.060 Licensee's Seal**

*PURPOSE: This rule describes the format for personal seal of an architect, a professional engineer, a professional land surveyor, and a landscape architect.*

(1) Each person licensed as an architect, professional engineer, professional land surveyor or landscape architect (not including interns or individuals "in-training") shall, at his/her own expense, secure a seal one and three-quarters inches (1 3/4") in diameter of the following design: the seal shall consist of two concentric circles between which shall appear in roman capital letters, the words, "State of Missouri" on the upper part of the seal and either "Architect," or "Professional Engineer," or "Professional Land Surveyor" or "Landscape Architect," as the case may be, on the lower part, and within the inner circle

shall appear the name of the licensee, together with his/her license number preceded by the roman capital letter(s) A for Architect, PE for Professional Engineer, PLS for Professional Land Surveyor or LA for Landscape Architect.

(A) The seal of an architect licensed prior to January 1, 2002 may display "Registered Architect" on the lower part and within the inner circle shall appear the name of the licensee, together with his/her license number preceded by the roman capital letter A.

(B) The seal of a professional engineer licensed prior to January 1, 2002 may display "Registered Professional Engineer" on the lower part and within the inner circle shall appear the name of the licensee, together with his/her license number preceded by the roman capital letter E.

(C) The seal of a professional land surveyor or licensed prior to January 1, 2002 may display "Registered Land Surveyor" on the lower part and within the inner circle shall appear the name of the licensee, together with his/her license number preceded by the roman capital letters LS.

(2) The seal may be in the form of an embossing seal, a rubber stamp, or a computer-generated image, identical in size, design and content with the provisions of section (1) above.

(3) In addition to the personal seal, the licensee shall also affix his/her signature and place the date when the document was originally sealed, at the minimum, to the original of each sheet in a set of plans, drawings, specifications, estimates, reports and other documents which were prepared by the licensee or under his/her immediate personal supervision. The term "signature," as used herein shall mean a handwritten identification containing the name of the person who applied it; or for electronic or digital documents shall mean an electronic authentication process attached to or logically associated with the document. The digital signature must be unique to, and under the sole control of the person using it; it must also be capable of verification and be linked to a document in such manner that the digital signature is invalidated if any data on the document is altered.

(A) Documents that are without an electronic signature or authentication process that are transmitted electronically shall have the seal removed and the following inserted in its place: "This media should not be considered a certified document."

(B) When revisions are made, the licensee who made the revisions or under whose immediate personal supervision the revisions were made shall sign, seal and date each

sheet and provide an explanation of the revisions.

(C) In lieu of signing, sealing and dating each page, the licensee(s) may sign, seal and date the title page, an index page, or a seals page on bound multiple page documents not considered to be drawings, providing that the signed page clearly identifies all of the other pages comprising the bound volume. Provided further that any of the other pages which were prepared by, or under the immediate personal supervision of another licensee be signed, sealed and dated as provided for, by the other licensee. Any additions, deletions or other revision shall not be made unless signed, sealed and dated by the licensee who made the revisions or under whose immediate personal supervision the revisions were made.

(4) Plans, specifications, estimates, plats, reports, surveys, and other documents or instruments shall be signed, sealed and dated unless clearly designated preliminary or incomplete. If the plan is not completed, the phrase, "Preliminary, not for construction, recording purposes or implementation" or similar language or phrase shall be placed in an obvious location so that it is readily found, easily read and not obscured by other markings. It shall be a disclaimer and notice to others that the plans are not complete.

(5) In the instance of one (1) licensee performing design for other licensees to incorporate into his/her documents, each licensee shall seal, date and sign those documents, using the appropriate disclaimer for clarification of each licensee's responsibility.

(6) The signing and sealing of plans, specifications, estimates, reports and other documents or instruments not prepared by the licensee or under his/her immediate personal supervision is prohibited.

(7) This rule supercedes any conflicting rules.

*AUTHORITY: sections 327.041 and 327.411, RSMo Supp. 2006.\* This rule originally filed as 4 CSR 30-3.060. Original rule filed July 24, 2003, effective Feb. 29, 2004. Moved to 20 CSR 2030-3.060, effective Aug. 28, 2006. Amended: Filed Oct. 16, 2006, effective April 30, 2007. Non-substantive change filed Oct. 21, 2015, published Dec. 31, 2015.*

*\*Original authority: 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999, 2001 and 327.411, RSMo 1969, amended 1999, 2003.*