SEAL FAQs

Kansas Board of Technical Professions

900 SW Jackson St, Suite 507
Topeka, KS 66612
(785) 296-3053

Seals & Signatures

To receive help via email please contact
ksbtpadmin@ks.gov

Can I email my seal for approval?
Yes. You can email it to ksbtpadmin@ks.gov. If any changes are required for your seal to be approved you will be contacted by your preferred email and/or phone number. You will not receive notice of seal approval.

How do I format my name?
The name on your seal needs to match your signature. If you do not use your middle name or initial in your signature, leave it out of the seal.

Where do I sign?
Sign and date across the middle of the seal.

Can I electronically sign my seal?
We allow digital signatures, but not electronic signatures. A digital signature is under the direct control of the licensee typically with a PIN lock, is able to be able to be verified, and is unique to the person using it. An electronic signature is an image of the licensee's signature placed on top of the seal and is not allowed. See K.A.R. 66-6-1 for more information.

My letter said I had 30 days to provide you a copy of my seal and I haven't received my seal yet.
Email or mail a letter to the Board asking for an extension. A seal must be received within 90 days from date of licensure or the license may be suspended.

Do I need to submit a form with my seal?
No. You can stamp any piece of paper, scan and email/mail it to our office.

Was my seal approved? When will I hear back?
You will only hear back from us if there is an issue with your seal. You can call/email if you want to insure your seal is approved.

Where do I get a seal?
Kansas allows rubber stamps, embossed seals and computer-generated seals. You can get a rubber stamp or embossed seal at any office supply store that sells custom products. The Board cannot recommend a specific vendor for purchasing your seal.

Does the business need a seal?
Kansas regulations do not require that the business have its own seal.

Please see Statute 74-7023 and K.A.R. 66-6-1 for more information on Seals & Signatures.

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Do record drawings prepared to reflect changes made during construction need to be sealed, signed, and dated?
No, this is deemed to be drafting service and not required to be sealed signed and dated.

Where can I find the Statues and Regulations pertaining to seals?
On our website click on the 'Statutes & Regulations' tab and navigate to K.S.A. 74-7023 and K.A.R. 66-6-1.

Can a Kansas licensed Architect seal, sign, and date engineering documents? Or can a Kansas licensed Professional Engineer seal, sign, and date architectural documents?
No.

Does the State of Kansas recognize “incidental” practice?
No.

Is a specific color of ink required when signing and dating a seal?
Only Professional Surveyors are required to use a specific color of ink (blue) when signing and dating. KS Minimum Standards for Boundary Surveys 66-12-1.

Can a licensee sign across a reduced or enlarged seal?
No, the KSBTP has adopted a specific size and layout required for seals. Please find the specifications on our website, on your approval letter, or in our regulations.

Does a licensee have to seal, sign and date a preliminary document or working drawing?
No, provided that the document or drawing states in large, bold letters **“PRELIMINARY, NOT FOR CONSTRUCTION, RECORDING PURPOSES OR IMPLEMENTATION”** or words of a comparable meaning. 6-6-1(e)

Can a licensee seal, sign, and date preliminary documents if a public agency has that requirement?
Yes, the licensee may seal, sign, and date a preliminary drawing, study or report as long as the document contains a statement that it is preliminary and not for construction or implementation. Please reference K.A.R. 66-6-1(e)(1)

When a licensee is provided a standard form or certification that has signature and date lines, with a serparate place for their seal, does the licensee still have to sign and date across their seal?
Yes, there is nothing that would prevent a licensee from signing and dating other areas, provided the licensee had first signed and dated across their seal in the manner required by K.A.R. 66-6-1.

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A licensee submits a preliminary concept drawing with a standard border which includes the licensee's seal as specified in http://www.ksbtp.ks.gov/statutes-rules/seal-sig-faq. In accompanying correspondence with the submittal, the licensee very clearly indicates that the submittal is a concept or preliminary drawing that is not to be used for construction or implementation. Does the licensee still have to state on the drawing that the submitted drawing is a preliminary document, not for construction in bold large letters on the drawing?
Yes, the licensee and their client understand that, but a third party may not

When a Professional Surveyor prepares utility easements without providing a survey drawing, does the Professional Surveyor seal, sign and date these easement descriptions?
Yes, Professional Surveyors must seal, sign and date any document that they prepare that conveys an interest in real property. 66-6-1(c)(1)

Are public agency standard details, drawings, and/or specifications included in a set of project drawings required to be sealed?
No, if the standard details, drawings, or specifications have been adopted by a municipal, county, or public agency, have not been modified, and are being used for that agency's own projects. However, the licensee is not relieved of the duty of professional conduct.

Can a licensee seal, sign, and date public agencies' published and adopted standard details, drawings, or specifications if required by the public agencies?
Yes; however, if the licensee seals, signs, and dates the published and adopted standards then the licensee becomes responsible for that document. Ref.: 66-6-1, (b)(1) & (e)(1)

Can an electronic signature instead of a digital signature be used?
No, a licensee cannot use an electronic (scanned) signature. If a digital signature is used instead of a handwritten signature it must meet the requirements as stated in 66-6-1(b)3(a)(b)(c)(d)and 4.

Can a licensed Landscape Architect seal grading and drainage plans for a site development?
Yes; in accordance with 74-7003(k)(1) a licensed landscape Architect may seal, sign and date a grading and drainage plan for a site development within the licensee's area of competence. Ref.: 66-6-1(e)(1)

Do changes or revisions in plans require the seal of the Kansas licensed professional in "Responsible Charge"?
Yes, each revision to a sealed, signed and dated document, shall be identified and sealed, signed and dated by the licensee responsible for the revision. 66-6-1(c)(2)(B).

Where are technical reports to be sealed, signed, and dated?
These reports are to be sealed, signed, and dated on the first or last page of the document. 66-6-1(d)(1)(C)

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Does each original drawing in a set of drawings have to be sealed, signed, and dated?
No, if a multi-sheet set uses a digital signature authentication process, or if a certification block is used displaying the seal, signature and date of each licensee with a designation identifying the sheets for which each licensee is responsible is included on the cover sheet or the first drawing sheet of the set, then a seal, signature and date are not required on each drawing sheet. If either of these methods are NOT utilized, then YES, each original drawing must be sealed, signed, and dated. 66-6-1(a)(b)(1-4), (d)(1)(A)(B), (d)(2).

Must documents issued to a Public Agency for a Building Permit be properly sealed, signed and dated, to be valid?
Yes, a Building Permit issued by a Public Agency, with respect to Technical Submissions, which does not conform to the requirements of K.S.A. 74-001 and amendments thereto is invalid. K.S.A. 74-7038.

Should a Building Official accept for issuance of a Building Permit a Technical Submission that has been sealed, signed, and dated for a project with a license that does not reflect the licensee's area of licensure?
No, the licensee shall seal, sign and date only the work within the licensee's area of licensure and competence. K.A.R. 66-6-1(c)(1).

If an original Kansas licensee is not available to complete the work or the work is a site adaption of a standard design plan, what is required of the successor Kansas licensee?
The successor Kansas licensee shall have responsible charge of the work by performing all professional services including developing a complete design file with work or design criteria, calculations, code research and any necessary and appropriate changes to the work. K.A.R. 66-6-1(f)(1).

Do pre-engineered structures need to be sealed by an appropriate licensed architect, engineer or landscape architect when submitted to a building official for approval?
Pre-engineered structures such as "manufactured" buildings are treated no differently than other buildings. The plans for non-exempt structures must be prepared and sealed by an appropriate design professional licensed in Kansas. Examples of such structures are prefabricated metal buildings, roof truss systems, and pre-cast building components.

Are shop drawings required to be sealed?
a. No, if for standard "off the shelf" project components that are specifiedbyaKansaslicenseeinresponsible charge.
b. Yes, when a Kansas licensee in responsible charge, "Delegates" the design of a project component or system to a manufacturer. In this case, the shop drawings shall be sealed, signed and dated by the manufacturers Kansas licensee before submission of the shop drawings to the Kansas licensee who has requested the "Delegated" design. K.A.R. 66-6-1 (d)(1)(E).

Please see Statute 74-7023 and K.A.R. 66-6-1 for more information on Seals & Signatures.