



## STAMPS CHECKLIST 2019

Professional members, professional licensees, and licensees may request stamps to authenticate documents related to the practice of engineering and geoscience. If you would like to order a new stamp, please ensure that your stamp order form meets the requirements listed below.

Requirement	Guidelines	Options
<b>Contact Information</b>	APEGA will send your stamp to any physical or electronic address you prefer. For the purposes of identity authentication and safe delivery of the stamp, the address on your stamp order form must match the profile you have registered with APEGA.	<p>Before submitting your stamp form, log in to the <a href="#">Member Self Service Centre</a> to ensure that your contact information is up to date.</p> <p>If needed, add home address/business address/e-mail address to ensure accurate delivery of your stamp.</p>
<b>APEGA Identification</b>	Please ensure that your APEGA Member Number is correct on the stamp order form.	<p>If you are unsure of your APEGA Member Identification Number, please log in to the <a href="#">Member Self Service Centre</a> to verify your information before submitting the stamp order form.</p> <p>This information can also be found on your annual membership dues invoice in the "Person ID #" field.</p>
<b>Naming Conventions</b>	<p><b>Your name must adhere to the following rules in order to be valid for your stamp:</b></p> <ul style="list-style-type: none"> <li>It <b>must match</b> the names(s) you have registered with APEGA.</li> <li>The name must include your <b>legal last name</b> and at least one full identifiable preceding name. This can be a first name or middle name as identified on your government-issued identification (Drivers' license, Passport, etc.)</li> <li>Cannot include initials only. If you wish to use initials, at least one full name must be present, i.e.: Sarah Jones Sarah A. Jones S. Anne Jones Sarah Anne Jones Zhang (Sarah) San</li> <li>If you wish to include a middle name or middle initial on your stamp, it must be registered on your APEGA profile.</li> <li>Pre-fixes cannot be included on your stamp (e.g. Dr., Mrs., Mr., etc.)</li> </ul>	<p>Before submitting your stamp form, log in to the <a href="#">Member Self Service Centre</a> to ensure that your name is registered with APEGA in the format you wish to see on your stamp.</p> <p>If you need to make changes to your registered name, please contact <a href="mailto:membership@apega.ca">membership@apega.ca</a> before submitting your stamp order.</p>
<b>Member Type</b>	<p>The following member types can request professional stamps:</p> <ul style="list-style-type: none"> <li>Professional Member</li> <li>Professional Licensee</li> <li>Licensee</li> </ul>	The stamp order form designates specific stamp options for each member type. Please ensure that you have selected the appropriate stamp option for your member type.
<b>Member Status</b>	Only Practicing Members may possess stamps.	Only Practicing Members may possess stamps. If you are currently non-practicing but wish to order a professional stamp, please fill out the <a href="#">Application for Permission to Resume Practice</a> form and submit this to <a href="mailto:CPD@apega.ca">CPD@apega.ca</a> . When you have received confirmation that your status has been changed to Practicing, you may proceed with submitting your stamp order form.
<b>Electronic Stamp</b>	<ul style="list-style-type: none"> <li>Electronic Stamps are sent in a .TIF Format</li> <li>.TIF documents exceed the size limitations for GMail e-mail addresses</li> </ul>	Please provide an alternative email address. Please make sure this email address is listed in your <a href="#">Member Self-Service Centre</a> .
<b>Good Standing</b>	In order to obtain a stamp, APEGA members must be in good standing with APEGA. To be in good standing your dues must be paid to date and members must have completed their CPD hours.	Before submitting your order form, please check your <a href="#">Member Self-Service Centre</a> to make sure your CPD hours are 240 or over for the current year.
<b>Order Type</b>	<p>APEGA offers two order options for your stamp:</p> <p>a) <b>RUSH</b> order</p> <ul style="list-style-type: none"> <li>Delivery within 4 – 8 business days.</li> <li>Estimate also applied to electronic stamp</li> <li>Requires additional fee and varies depending on delivery location</li> </ul> <p>b) <b>Standard</b> Order</p> <ul style="list-style-type: none"> <li>Delivery within 6 weeks. This estimate also applies to the electronic stamp</li> </ul>	<p>Please specify preferred order type on the stamp order form (either Rush or no Rush) before submitting your order.</p> <p>If you are requesting a Rush for your stamp, please select only one Rush option. We will not charge more than one Rush fee regardless of stamp type(s) ordered; i.e. if you have ordered both a rubber stamp and an electronic stamp, please select the Rush fee most relevant to your location.</p> <p>If you are ordering an electronic stamp only, please select the Electronic Rush option.</p>
<b>Payment Options</b>	<p>APEGA accepts the following payment options:</p> <ul style="list-style-type: none"> <li>Visa</li> <li>Visa/Debit</li> <li>Mastercard</li> <li>AMEX</li> <li>Cheque</li> <li>Money Order</li> </ul>	<p><b>If you are paying by credit card</b>, please fill out the payment section of the order form. APEGA accepts payments by Visa, Visa Debit, Mastercard, AMEX.</p> <p><b>If you are paying by cheque or money order</b>, please mail your order form with cheque included to:</p> <p style="text-align: center;">The Association of Professional Engineers and Geoscientists of Alberta (APEGA) ATTN: Permits Administrator 2200, 700 2 Street SW Calgary, Alberta T2P 2W1</p>