

# REQUEST FORM - REOPENING AN APPLICATION

## IDENTIFICATION

File number			Last name			First name		
Address				City / Province / Country			Postal Code	
Email						Telephone		

### TYPES OF REOPENING REQUESTS

- After an application is closed because a deadline has expired
- After an application is closed because of unpaid administrative fees
- After an application is closed because an examination was failed for a third time
- After an application is closed because the permit application was refused
- After an application is closed for other reasons

### MANDATORY DOCUMENTS

- this duly completed and signed form (incomplete forms will not be processed)
- a detailed, up-to-date curriculum vitae
- supporting documents, as necessary (e.g., official transcripts must be sent directly to the Order by educational institution, Engineering experience certification form, etc. and translation if necessary. )
- the duly completed "Explanations" section of this form
- payment of the fee for reopening an application\*

## EXPLANATIONS

Please list the reasons why you are requesting that your application be reopened as well as any new information obtained since your application was closed.

## DECLARATION AND SIGNATURE

I certify and solemnly affirm that the information given on this form and any attached documents is true, accurate and unaltered.

I hereby give the Ordre des ingénieurs du Québec permission to contact the individuals and organizations that have drawn up, signed, produced or certified the documents comprising my application for the purpose of verifying their truth and accuracy.

I understand that a false declaration, failure to report a fact or the transmission of false, altered or fraudulently obtained documents may lead to sanctions, such as the suspension of my application, the refusal of my permit application or the revocation of my permit.

Signature

Date (yyyy/mm/dd)

## PAYMENT

I am enclosing a cheque for the fee for reopening an application\* in the amount of :

\$

I authorize the Order to charge the fee for reopening an application\* to the following credit card for the amount of :

\$

Visa

MasterCard

Credit card number

Expiration date (mm/yy)

\* See [fee schedule](#).