Commonwealth of Virginia
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, Virginia 23233-1485
(804) 367-8506
www.dpor.virginia.gov

Department of Professional and Occupational Regulation

Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects

BRANCH OFFICE RENEWAL FORM

A check or money order payable to the TREASURER OF VIRGINIA, *or* a completed credit card insert must be mailed with your application package.
APPLICATION FEES ARE NOT REFUNDABLE.

X	Select one Registration for Renewal	Fee
☐	0410 - Branch Office Renewal - Professional Corporation	$25.00
☐	0411 - Branch Office Renewal - Business Entity	$50.00
☐	0414 - Branch Office Renewal - Professional Limited Liability Company	$50.00

General Information - A business cannot be renewed more than 90 days prior to the expiration date. The department automatically mails a renewal notice to the business address of record approximately 45 days prior to the expiration date.

1. Provide the Virginia business registration number below:

   Virginia Reg. Number | 0 | 4 | | | | | | | | | Expiration Date* _____

   * If a renewal payment is not **received** within 30 days after the expiration date on the business registration, the business will be required to reinstate their registration. Reinstatement applications are available on the Board's website: www.dpor.virginia.gov/Boards/APELS/

2. Business Name _____

3. Trade, "Doing Business As" (DBA) or Fictitious Name _____

4. Mailing Address* (PO Box accepted): _____ Street Address* (PO Box not accepted): _____

   City _____ State _____ Zip Code _____ City _____ State _____ Zip Code _____

   ☐ Check box if Mailing Address is the same as the Street Address.

5. Contact Numbers* _____ Primary Telephone _____ Alternate Telephone

6. Email Address* _____

   Email address is considered a public record and will be disclosed upon request from a third party.

* **IF** the **address**(es), **contact number** or **email address** on record is different, the board section will update this information.

7. By submitting the renewal fee, the business certifies the following statements:
   - Continued compliance with the Board's Standards of Practice and Conduct including regulation 18VAC10-20-780, as established by the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects (APLESCIDLA Board).
   - This business understands and is in compliance with all the laws of Virginia under the provisions of Title 13.1 Chapter 7 and Title 54.1 Chapter 4 of the Code of Virginia and the APELSCIDLA Board.

Mail this form, along with the renewal fee (check or a completed credit card payment form) to the following address:

Department of Professional and Occupational Regulation
Post Office Box 29570
Richmond, VA 23242-0570

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
			2020		04	