

**Board for Architects, Professional Engineers, Land Surveyors,
Certified Interior Designers and Landscape Architects
BUSINESS ENTITY INFORMATION SHEET**

Under no circumstances is a business authorized to render professional services in Virginia until it has registered with the Virginia State Corporation Commission (SCC), and obtained a certificate of authority registration from the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects. The certificate of authority issued by the Virginia Board permits a business to practice only the professions shown on the certificate of authority. The clerk's office of the Virginia SCC may be contacted at:

Virginia State Corporation Commission
P.O. Box 1197
Richmond, Virginia 23218
Phone: (804) 371-9733

If professional services are offered or rendered in a branch office, a separate Business Entity Branch Office Registration Application must be completed for each branch office. At least one currently licensed or certified responsible person (as defined by regulation 18VAC10-20-10) in each profession offered or practiced in each branch office must be resident at the branch to provide effective supervision and control of the final professional product.

Applications for business entity registration must include the following:

- ➔ **Partnerships** must include a copy of the partnership agreement that shall include a statement that all professional services of the partnership shall be under the direct control and personal supervision of a licensed or certified professional.
- ➔ **Limited Partnerships** must include a copy of the partnership agreement that shall include a statement that all professional services of the partnership shall be under the direct control and supervision of a licensed or certified professional; and a copy of the certificate of limited partnership filed with the Virginia State Corporation Commission. If a foreign limited partnership, a copy of the certificate of registration of the foreign limited partnership filed with the the Virginia State Corporation Commission shall be required in lieu of the certificate of limited partnership.
- ➔ **Corporations** must include copies of the certificate of incorporation filed with the Virginia State Corporation Commission, articles of incorporation, bylaws and charter. If a foreign corporation, a copy of the certificate of authority filed with the Virginia State Corporation Commission shall be required in lieu of the certificate of incorporation. Foreign corporations must also submit copies of the articles of incorporation, bylaws and charter.
- ➔ **Limited Liability Companies** must include a copy of the certificate of organization filed with the Virginia State Corporation Commission, or if a foreign limited liability company, a copy of the certificate of authority filed with the Virginia State Corporation Commission.

Any changes of status, including but not limited to changes in entity, name (including assumed names), address, place of business or responsible person(s) shall be reported to the Board in accordance with Board regulation 18VAC10-20-660.



**Board for Architects, Professional Engineers, Land Surveyors,
 Certified Interior Designers and Landscape Architects
 BUSINESS ENTITY REGISTRATION APPLICATION**

**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.**

All applicants are required to read and understand the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations available at: www.dpor.virginia.gov prior to applying for registration.

Select the one type of action you are requesting:

X	Type of Action	Virginia Registration Number	Trans	Fee
<input type="checkbox"/>	New Application		1020	\$100.00
<input type="checkbox"/>	Change of Status	0 4 0 7		No Fee
	Reinstatement - Expired more than:			
<input type="checkbox"/>	6 months, but less than 5 years	0 4 0 7	4020	\$150.00
<input type="checkbox"/>	5 years	0 4 0 7	4020	\$300.00

Is the Business Entity authorized (in accordance with the laws of the Commonwealth of Virginia) to conduct business in Virginia?

- Yes Please refer to the information sheet for required documentation to be submitted with the application.
 No **If no, this application cannot be processed.**

1. Name of Business Entity _____

2. Trade, "Doing Business As" (DBA) or Fictitious Name [▲] _____
 ▲ If a Trade or Fictitious Name is to be used, a copy of the certificate filed with the State Corporation Commission pursuant to §59.1-69 of the Code of Virginia must be included with this application.

3. Federal Employer Identification Number (FEIN) -
Federal Employer Identification Number (12-3456789)

4. Mailing Address (PO Box accepted) _____
The mailing address will be printed on the license.
 City _____ State _____ Zip Code _____

5. Street Address (PO Box not accepted) _____
PHYSICAL ADDRESS REQUIRED
 Check here if Street Address is the same as the Mailing Address listed above.
 City _____ State _____ Zip Code _____

6. Contact Numbers _____
Primary Telephone Alternate Telephone Fax

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

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
				0407		

8. Type of business entity (select only **one**)
- Sole Proprietorship (that **employs** more than one licensee)
 - Partnership
 - Limited Liability Company - If this business is a **Professional** LLC, complete the *Professional LLC Registration Application*.
 - Corporation - If this business is a **Professional** Corporation, complete the *Professional Corporation Registration Application*.
 - Other, specify: _____

9. Profession(s) to be practiced by the business entity and Virginia-licensed individual(s) in responsible charge:
- At least one full-time employee or resident principal licensed or certified in each profession offered or practiced must be resident at this business location to provide effective supervision and control of the final professional product.

Select all that apply	Name/Title of Individual Resident & in Responsible Charge	VA License No.
<input type="checkbox"/> Architects	_____	0 4 0 1
<input type="checkbox"/> Professional Engineers	_____	0 4 0 2
<input type="checkbox"/> Land Surveyors	_____	0 4 0 3
<input type="checkbox"/> Surveyor Photogrammetrists	_____	0 4 0 8
<input type="checkbox"/> Landscape Architects	_____	0 4 0 6
<input type="checkbox"/> Interior Designers	_____	0 4 1 2

10. Are you applying for a Change of Status for a business entity that is already registered with the Virginia Board?

No

Yes If yes, list all **current** and **new** individuals in responsible charge.

Note: the business entity record will be updated to reflect only the individuals listed on this application. All professionals affiliated with this location must comply with regulation 18VAC10-20-780.

Name	Title	Virginia License Number	Profession

11. Has this business ever been subject to a **disciplinary action** taken by any (including Virginia) local, state or national regulatory body?

No

Yes If yes, complete the [Disciplinary Action Reporting Form](#).

12. A. Has this business ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **felony**? *Any plea of nolo contendere shall be considered a conviction.*

No

Yes If yes, complete the [Criminal Conviction Reporting Form](#).

- B. Has this business ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **misdemeanor**? *Any plea of nolo contendere shall be considered a conviction.*

No

Yes If yes, complete the [Criminal Conviction Reporting Form](#).

13. Signatures of all Professional individual(s) listed above (see question #9):

- I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application.
- I certify that I am in responsible charge of the profession(s) practiced by the business.
- I also certify that I will comply with all relevant statutes including Chapter 4 of Title 54.1 of the *Code of Virginia*, and the *Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations*.

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

14. Signature of Authorized Official:

- I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application.
- I certify that the professions indicated on this application will be under the direct control and personal supervision of the licensed/certified full-time employee identified above.
- Any change of status, including but not limited to changes in entity, name, address, place of business or responsible person(s) shall be reported to the Board in accordance with Board regulation 18VAC10-20-660.
- I also certify that the business will comply with all relevant statutes of Title 54.1, Chapter 4 of the *Code of Virginia*, and the *Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations*.

Print Name _____ Title _____

Signature _____ Date _____

Signature of Authorized Owner or Officer