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

BUSINESS ENTITY REGISTRATION RENEWAL FORM

Fee $50.00

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.

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  
   Expiration Date *

   * If a renewal payment is not received within 30 days after the expiration date on the business registration, an additional $25 late fee will be charged. If payment is not received within 6 months 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. Assumed or Fictitious Name

4. Contact Numbers*
   
   Primary Telephone
   Alternate Telephone

5. Email Address*  

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

6. By submitting this application, I certify the following statements:
   
   • By submitting the renewal fee, you certify 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 (APELSCIDLA Board)
   • I further certify that this business understand 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
9960 Mayland Drive, Suite 400
Richmond, VA 23233-1485