

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

All applicants must be incorporated in the Commonwealth of Virginia, or if a foreign professional corporation, shall have obtained a certificate of authority to conduct business in Virginia from the State Corporation Commission (SCC) in accordance with §13.1-544.2 of the *Code of Virginia*. 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

Under no circumstances is a corporation authorized to render professional services in Virginia until it has obtained a certificate of incorporation or authority from the Virginia SCC and a certificate of authority 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 corporation to practice only the professions shown on the certificate of authority.

If professional services are offered or rendered in a branch office, a separate *Professional Corporation 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.

The corporation may elect to its Board of Directors not more than one-third of its members who are employees of the corporation and are not authorized to render professional services. At least two-thirds of the Board of Directors shall be licensed to render the services of architect, professional engineer, land surveyor (including surveyor photogrammetrist), landscape architect, or duly certified to use the title of certified interior designer, or any combination thereof. At least one director currently licensed or certified in each profession offered or practiced shall be resident at the business to provide effective supervision and control of the final professional product.

Joint ownership of corporate stock is prohibited. Ownership of stock by non-licensed or non-certified employees shall not entitle those employees to vote in any matter affecting the practice of professions for which the professional corporation is registered.

The chairperson or vice-chairman of the Board of Directors, the president, or any other of its officers authorized to act on behalf of the professional corporation may execute documents in the name of the corporation. Any amendments to the corporation's charter, articles of incorporation, or bylaws; changes in directors or shareholders; and changes in the name, address, place of business in Virginia, or responsible person(s) of the profession(s) practiced or offered at each place of business shall be reported to the Board in accordance with Board regulation 18VAC10-20-560.



**Board for Architects, Professional Engineers, Land Surveyors,  
 Certified Interior Designers and Landscape Architects  
 PROFESSIONAL CORPORATION 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](http://www.dpor.virginia.gov) prior to applying for registration.

Select the type of action you are requesting:

X	Type of Action	Virginia Registration Number	Trans	Fee
<input type="checkbox"/>	New Application		1020	\$30.00
<input type="checkbox"/>	Change of Status	0 4 0 5		No Fee
	<b>Reinstatement - Expired more than:</b>			
<input type="checkbox"/>	6 months, but less than 5 years	0 4 0 5	4020	\$125.00
<input type="checkbox"/>	5 years	0 4 0 5	4020	\$275.00

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

Yes  All applicants must be incorporated in the Commonwealth of Virginia, or if a foreign (out-of-state) professional corporation, must have obtained a certificate of authority to conduct business in Virginia from the State Corporation Commission prior to registering with the Board. Each application shall include certified true copies of the certificate of incorporation issued by the state of incorporation, articles of incorporation, bylaws and charter, **and** if a foreign professional corporation, the certificate of authority issued by the State Corporation Commission.

No  If no, this application **cannot** be processed.

1. Name of Professional Corporation \_\_\_\_\_

2. Assumed or Fictitious Name \_\_\_\_\_

➤ Pursuant to [§59.1-69](#) of the *Code of Virginia*; if an Assumed or Fictitious Name is to be used, a copy of the certificate filed with the Virginia State Corporation Commission (SCC) must be included with this application.

3. Federal Employer Identification Number   -           
 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)  Check here if Street Address is the same as the Mailing Address listed above.

**PHYSICAL ADDRESS REQUIRED**

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

6. Contact Numbers \_\_\_\_\_  
 Primary Telephone \_\_\_\_\_ Alternate Telephone \_\_\_\_\_ Fax \_\_\_\_\_

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
				0405		

7. Email Address

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

8. Profession(s) to be practiced by the corporation and Virginia-licensed individual(s) in responsible charge:

- At least one director currently 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

9. Corporation Officers:

Name	Title	License Number	State	Profession

10. Board of Directors:

- All Directors will be affiliated with this business location unless otherwise noted that they are in responsible charge of another business location for which a *Professional Corporation Branch Office Registration Application* must be submitted.

**For non-foreign professional corporations,** at least two-thirds of the Board of Directors must be licensed to render the professional services of architects, professional engineers, land surveyors, surveyor photogrammetrists, landscape architects or duly certified to use the title of certified interior designer, or any combination thereof. No more than one-third of the members of the Board of Directors may be employees of the professional corporation that are not authorized to render the professional services.

Name	At this Location?	Employee?	Title	License Number	State	Profession
	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N				
	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N				
	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N				
	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N				

11. Stockholders:

- **For non-foreign professional corporations**, at least two-thirds of all capital stock must be held by persons duly licensed to render the services of an architect, professional engineer, land surveyor, surveyor photogrammetrist, landscape architect, or legally authorized to use the title of certified interior designer. Similarly, for those corporations using the title of certified interior designers and providing the services of architects, professional engineers, land surveyors, surveyor photogrammetrists, landscape architects, or any combination thereof, at least two-thirds of the capital stock of the corporation shall be held by individuals who are duly licensed. The remainder of the stock may be issued only to and held by individuals who are employees of the corporation as defined in 18VAC10-20-510 of the Board regulations. Members should be listed for non-stock professional corporations.

Name	Employee?	Address	License Number	State	Profession	No. of Shares Owned
	<input type="checkbox"/> Y <input type="checkbox"/> N					
	<input type="checkbox"/> Y <input type="checkbox"/> N					
	<input type="checkbox"/> Y <input type="checkbox"/> N					
	<input type="checkbox"/> Y <input type="checkbox"/> N					

12. Is your business a **foreign** professional corporation organized under the laws of a jurisdiction other than the Commonwealth of Virginia to perform a professional service (§13.1-1105 of the *Code of Virginia*)?

No

Yes  If yes, list the name, address and Virginia license or certificate number of any other stockholder or employee (not previously listed) of the professional corporation who will be providing the professional service(s) in Virginia.

Name	Virginia License No.	Profession

13. Number of shares of stock authorized to be issued \_\_\_\_\_

14. Number of shares of stock issued and outstanding \_\_\_\_\_

15. 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](#).

16. 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](#).

17. By signing this application:

- 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 for a certificate of authority to practice the professions selected on this application.
- I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration including, but not limited to any disciplinary action or conviction of a felony or misdemeanor (in any jurisdiction).
- I attest that the firm's articles of incorporation or bylaws meet all the requirements set forth in 18VAC10-20-530.C. and 18VAC10-20-550.A. of the *Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations*.
- I also certify that the firm has complied with Chapter 7 of Title 13.1 and 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*.

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Authorized Officer or Director