



**Board for Architects, Professional Engineers, Land Surveyors,
Certified Interior Designers and Landscape Architects**
BRANCH OFFICE RENEWAL FORM
Fee \$35.00

**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, the business will be required to reinstate their registration. Reinstatement applications are available on the Board's website: www.dpor.virginia.gov/Boards/APELSC/

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 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	