



**Board for Architects, Professional Engineers, Land Surveyors,  
 Certified Interior Designers and Landscape Architects  
 PROFESSIONAL CORPORATION - BRANCH OFFICE 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.

A separate registration application must be completed for each branch office. At least one currently licensed or certified individual in each profession offered or practiced at each branch office must be resident at the branch office to provide effective supervision and control of the final professional product.

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			No Fee
	<b>Reinstatement - Expired more than:</b>			
<input type="checkbox"/>	30 days of more		4020	\$55.00

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

2. Trade 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 -  
 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 \_\_\_\_\_

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

8. **Main Office's** VA Registration Number \_\_\_\_\_

9. **Main Office** - Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
					0410	

10. Profession(s) to be practiced by the corporation and Virginia-licensed individual(s) in responsible charge:
- At least one currently licensed or certified individual in each profession offered or practiced at each branch must provide effective supervision and control of the final professional product.

<b>Select all that apply</b>	<b>Name/Title of Individual Resident &amp; in Responsible Charge</b>	<b>VA License No.</b>
<input type="checkbox"/> Architects	_____	_____
<input type="checkbox"/> Professional Engineers	_____	_____
<input type="checkbox"/> Land Surveyors	_____	_____
<input type="checkbox"/> Surveyor Photogrammetrists	_____	_____
<input type="checkbox"/> Landscape Architects	_____	_____
<input type="checkbox"/> Interior Designers	_____	_____

11. Has the 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 the 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 the 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 individuals listed above (question #10):
- 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 professions practiced by the branch office.
  - 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 _____
Signature _____	Date _____

14. 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 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