



**Information Management Section  
 TRANSCRIPT REQUEST FORM  
 Fee \$40.00 (per Entity request)**

**A license transcript is a court admissible document either incorporating the license history or stating that no license was found based on the information provided.**

1. What **entity** name would you like to have researched for this transcript?

➤ Individual Name(s)\* of entity \_\_\_\_\_

➤ Business entity name(s)\* \_\_\_\_\_

\* The spelling of the entity name(s) is how the research will be conducted.

➤ If the entity is a business, include DBA, and/or fictitious name(s) - if applicable

2. What professional service does this entity (individual/business) offer? \_\_\_\_\_

3. Does this entity (individual/business) hold a license, certification or registration with our agency?

Yes  If yes, provide the Virginia License Number(s): \_\_\_\_\_

No

Unknown

4. Transcript will be mailed to: \_\_\_\_\_

City

State

Zip Code

5. Provide any additional information regarding this request:

This transcript is being requested by:

Requester's Name: \_\_\_\_\_

Contact Number \_\_\_\_\_  
Primary Telephone

Email Address \_\_\_\_\_  
(Email Address will be used for communication with DPOR only.)

➤ Payment can be made by check or money order payable to the TREASURER OF VIRGINIA, or by a completed [credit card](#) payment form; available on this form or at [www.dpor.virginia.gov/Forms and Applications](http://www.dpor.virginia.gov/Forms and Applications).

➤ This request form (along with your payment) may be faxed to **866-254-0312** or **mailed** to the above address, attention: **Information Management Section**.

OFFICE USE ONLY	DATE	FEE	MISC SALE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
			TR 01			

