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: 0407
   - 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 (APLESCIDLA 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
Post Office Box 29570
Richmond, VA 23242-0570

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A416-0407REN-v2 Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects/BE REN APP