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

Commonwealth of Virginia
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, Virginia 23233-1485
(804) 367-8506
www.dpor.virginia.gov

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/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 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