



**Board for Architects, Professional Engineers, Land Surveyors,
 Certified Interior Designers and Landscape Architects
 BUSINESS ENTITY REGISTRATION RENEWAL FORM**

**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.**

| X | Select <u>one</u> Registration for Renewal | Fee |
|--------------------------|--|---------|
| <input type="checkbox"/> | 0405 - Professional Corporation Registration | \$25.00 |
| <input type="checkbox"/> | 0407 - Business Entity Registration | \$50.00 |
| <input type="checkbox"/> | 0413 - Professional Limited Liability Company Registration | \$50.00 |

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

| | | | | | | | | |
|---|---|--|--|--|--|--|--|--|
| 0 | 4 | | | | | | | |
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 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. Trade, "Doing Business As" (DBA) or Fictitious Name

4. Mailing Address* (PO Box accepted): Street Address* (PO Box not accepted):

City State Zip Code City State Zip Code

Check box if Mailing Address is the same as the Street Address.

5. Contact Numbers* Primary Telephone Alternate Telephone

6. Email Address*
 Email address is considered a public record and will be disclosed upon request from a third party.

* **IF the address(es), contact number or email address** on record is different, the board section will update this information.

7. 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 | |