

Virginia Board for Asbestos, Lead and Home Inspectors
ASBESTOS CONTRACTOR LICENSE APPLICATION
Fee \$110.00

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.

1. Provide a **current or previously** issued license by the Department of Professional and Occupational Regulation or from the Virginia Board for Asbestos, Lead and Home Inspectors - (if applicable)
Virginia License Number

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 Expiration Date _____
2. Firm/Sole Proprietor Name _____
➤ A sole proprietor should enter his/her full legal name and the company name should be entered below as the Trade/DBA name. All names must be the same as the name on your government issued ID or organization/business documents.
3. Trade, "Doing Business As" (DBA) or Fictitious Name _____
4. A. Type of business entity (select only **one**)
 Sole Proprietorship General Partnership* Solely Owned LLC* Corporation*
 Limited Partnership* Limited Liability Company* Other, please specify: _____
Other: Association, Business Trust, Government Agency, Joint Venture, Limited Liability Partnership, Non Profit, Professional Corporation, or Professional Limited Liability Company.
- B. State Corporation Commission Number: _____ (If applicable)
➤ Attach a copy of the Certificate of Assumed or Fictitious Name filed with the State Corporation Commission pursuant to §59.1-69 of the Code of Virginia or other proof of registration with the State Corporation Commission.
♦ If the firm/business is a **corporation, limited liability company, or limited partnership**, the firm/business trade name(s) must be registered with the Virginia State Corporation Commission (including all out-of-state businesses). Firm/Businesses shall be organized as business entities under the laws of the Commonwealth of Virginia or otherwise authorized to transact business in Virginia. Firm/Businesses must register any trade or fictitious names with the State Corporation Commission. For additional information, contact the SCC at www.scc.virginia.gov or by phone at (804) 371-9733.
* If the firm/business is a **partnership**, a **copy of the written partnership agreement*** must be provided along with this application.
*The written partnership agreement must state that the asbestos abatement services of the partnership are "...under the direction and control of the appropriate asbestos abatement licensee."
5. Provide **one** of the following identification numbers*:
 Business Federal Employer Identification Number (FEIN)

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Federal Employer Identification Number (12-3456789)
 Sole Proprietor's/Individual's Social Security Number **or**

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Social Security or Virginia DMV Number (123-45-6789)
➤ Enter the same identification number as used on previous applications or licenses on file with the department.
* State law requires every applicant, *who is not a sole proprietor or solely owned LLC*, to provide a federal employer identification number. *Sole proprietor or solely owned LLC* who do **not** have a FEIN must provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

| OFFICE USE ONLY | DATE | FEE | TRANS CODE | ENTITY # | FILE #/LICENSE # | ISSUE DATE |
|-----------------|------|-----|------------|----------|------------------|------------|
| | | | 1020 | | 3306 | |

6. Mailing Address (PO Box accepted) _____
 The mailing address will be printed on the license. _____
 City State Zip Code

7. Street Address (PO Box not accepted) _____
PHYSICAL ADDRESS REQUIRED _____
 Check here if Street Address is the same as the Mailing Address listed above.

 City State Zip Code

8. Contact Numbers _____
 Primary Telephone Alternate Telephone Fax

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

10. Each applicant must hold a current and valid Virginia Contractor license issued by the Board for Contractors, holding an Asbestos Contracting (ASB) specialty in conjunction with the Asbestos Contractor License issued by the Virginia Board for Asbestos, Lead and Home Inspectors. Provide the firm's contractor license number:

VA Contractor License No.

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11. The Qualified Individual (QI) for the firm's ASB specialty must hold a current and valid Asbestos Supervisor license issued by the Virginia Board for Asbestos, Lead and Home Inspectors. Provide the name and license number of the individual who holds this specialty:

QI Full Legal Name: _____

QI Asbestos Supervisor License No.:

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12. List all of the firm's **owners, officers, managers, members or directors** (sole proprietor, partners of a general partnership, managing partner of a limited partnership, officers/directors of an association, managers/members of a limited liability company, or officers of a corporation):

| Individual's First Name | MI | Last Name | Title | Telephone No. | Social Security No. or VA DMV Control No.* | Date of Birth |
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* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

13. Has the firm, or any of the firm's **owners, officers, managers, members or directors** 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](#).

14. A. Has the firm, or any of the firm's **owners, officers, managers, members or directors** 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 firm, or any of the firm's **owners, officers, managers, members or directors** 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](#).

15. By signing this application, I certify the following statements:

- I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.
- 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 authorize the Department to verify information concerning me or any statement in this application from any person, or any source the department may desire. I also agree to present any credentials or documents required or requested by the Department.
- I authorize any federal, state or local government agency, current or former employer, or other individual or business to release information which may be required for a background investigation.
- I have read, understand and complied with all the laws of Virginia related to this profession under the provisions of Title 54.1, Chapter 5, of the *Code of Virginia* and the *Virginia Board for Asbestos, Lead and Home Inspector; Virginia Asbestos Licensing Regulations*.

Print Name _____ Title _____

Signature _____ Date _____