



PRELIMINARY - PENDING APPROVAL

**Board for Architects, Professional Engineers, Land Surveyors,
 Certified Interior Designers and Landscape Architects
 INTERIOR DESIGNER CERTIFICATE REINSTATEMENT APPLICATION
 Fee \$145.00**

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.

All applicants are required to read and understand the *Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations* available at: www.dpor.virginia.gov prior to applying for certification.

1. What was your previous Virginia Interior Designer Certificate Number?

Virginia Interior Designer Certificate No.

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 Expiration Date _____

⇒ If your license expired five or more years ago, you are required to reapply for licensure on the *Interior Designer Certificate Application*.

2. Full Legal Name (As it appears on your government issued ID or other legal documentation.)

 Last (required) First (required) Middle Generation

3. Provide at least **one** of the following identification numbers*:

Social Security Number *and/or*

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Virginia DMV Control Number

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➤ Enter the same identification number as used on examination, previous applications or licenses on file with the department.

* 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.

4. Date of Birth _____
MM/DD/YYYY

5. Maiden or Former Name(s) _____

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

⇒ If you are using your business address, please include business name, full street address and any floor or suite numbers.

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.

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OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
			4020		0412	

10. Have you 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](#).
11. A. Have you 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. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of a misdemeanor in the last 10 years? *Any plea of nolo contendere shall be considered a conviction.*
No
Yes If yes, complete the [Criminal Conviction Reporting Form](#).
12. 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 contact. 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 4, of the *Code of Virginia* and the *Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations*.

Signature _____ Date _____

INTERIOR DESIGNER REVIEW SUMMARY SHEET

Applicant's Name _____

Social Security No. _____

BOARD REVIEW - For Office Use Only		
Review Date	Board Member Initials	Comments

APPROVED	Board Member Initials & Date					
Initial Certification						
Comity with						
Reinstatement						