

Instructions for Reinstatement of an Expired Registration for a Stationary or Ambulatory Veterinary Establishment

READ THE FOLLOWING INFORMATION CAREFULLY BEFORE PROCEEDING

If the registration has expired for 30 days or less, a renewal application and payment of renewal and late fee may be completed [online](#).

A reinstatement application is required for a registration expired for 31 days or more.

- **Laws and Regulations:** Application requires an attestation to having read the applicable [laws and regulations](#).

18VAC150-20-185. Renewal of veterinary establishment registrations.

A. Every veterinary establishment shall be required to renew the registration by January 1 of each year and pay to the board a registration fee as prescribed in 18VAC150-20-100.

B. Failure to renew the establishment registration by January 1 of each year shall cause the registration to expire and become invalid. Practicing veterinary medicine in an establishment with an expired registration may subject a licensee or registration holder to disciplinary action by the board. The registration may be renewed without reinspection within 30 days of expiration, provided the board receives a properly executed renewal application, renewal fee, and a late fee as prescribed in 18VAC150-20-100.

C. Reinstatement of an expired registration after 30 days shall be at the discretion of the board and contingent upon a properly executed reinstatement application and payment of the late fee, the reinspection fee, the renewal fee and the veterinary establishment registration reinstatement fee. A reinspection is required when an establishment is reinstated.

- **Application and Fee:**

Application and \$650 fee must be submitted together by postal mail. Make check or money order payable to the "Treasurer of Virginia." **All fees are nonrefundable.**

Calculation of \$650 application fee as provided in 18VAC150-20-185 of the [Regulations Governing the Practice of Veterinary Medicine](#) is the following:

- \$75 late fee
- \$300 reinspection fee
- \$200 renewal fee
- \$75 veterinary establishment registration reinstatement fee

Note: A veterinary establishment registration cannot be reinstated unless the license for the veterinarian-in-charge is in a current, active status.

- **Application payment receipt:** A receipt may be requested by email to vetbd@dhp.virginia.gov.
- **Reinstated registration expiration dates:** All reinstated veterinary registrations expire on December 31 of the same year in which the registration is reinstated.
- **Board Communication:** The Board's method of communication to applicants is via email.



Perimeter Center
9960 Mayland Drive, Suite 300
Henrico, VA 23233-1463

Email: vetbd@dhp.virginia.gov
Phone: (804) 597-4133
Fax: (804) 767-1011
Website: <https://www.dhp.virginia.gov/Boards/VetMed/>

Application for Reinstatement of an Expired Veterinary Establishment Registration

Stationary Ambulatory

(Please Print or Type)

Name of Veterinary Establishment:					
Registration Number:		Email Address:			
Public Address for Disclosure:	City:	State:	Zip Code:	Telephone Number:	
Address of Record (Mailing Address):	City:	State:	Zip Code:	Telephone Number:	
ADDRESS: Virginia law allows persons regulated by boards within the Department of Health Professions to provide an alternative address for public disclosure if they want their address of record to remain confidential, used only for agency purposes. Health professionals may choose to provide a work address, a post office box, or a home address as the public address. If an alternative public address is not provided, the address of record will also be used as the public address and may be disclosed if specifically requested. Addresses of individuals are not posted on the " License Lookup " program available through the board's website .					
Name of Veterinarian-in-Charge:		Email Address:	Telephone Number:		
Has the veterinary establishment continued to operate with an expired registration?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

11. AFFIDAVIT OF APPLICANT

I have carefully read all applicable [laws and regulations](#) related to a veterinary establishment. I hereby agree to abide by and remain current with the applicable [laws and regulations](#) which are available on the Board's [website](#)

I certify by entering my signature below: I am the person applying for licensure/certification/registration and meet the qualifications required by Virginia law and regulations. Further, I certify the information provided in this application has been personally provided and reviewed by me, and that statements made on the application are true and complete. I understand that providing false or misleading information, as well as omitting information, in response to information requested in this application or as part of the application process are considered falsification of the application and may be grounds for denial of or taking disciplinary action against an existing license/certificate/registration.

_____ *Signature of Veterinarian-in-Charge*

APPLICANTS DO NOT USE SPACES BELOW THIS LINE – FOR OFFICE USE ONLY

ORIGINAL ISSUE DATE: _____ EXPIRATION DATE: _____

APPLICANT #	FEE	RECEIPT #	APPROVAL/DATE	LICENSE #	REINSTATE DATE