

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HEALTH PROFESSIONS
BOARD OF NURSING

Perimeter Center: 9960 MAYLAND DRIVE, Suite 300
HENRICO, VIRGINIA 23233-1463
(804) 367-4515 or www.dhp.virginia.gov/nursing

**INSTRUCTIONS FOR
REGISTRATION FOR VOLUNTEER NURSING PRACTICE**

Pursuant to Virginia Code [§ 54.1-3001.11](#) and Regulation [18 VAC 90-19-200](#), the following documentation is required to submit an application for Registration for Volunteer Nursing Practice:

✓ **Required** application supporting documents may be sent to appsupportdocs@dhp.virginia.gov. Please include in the subject line of the email: Name – Volunteer Practice Registration.

- Completed application submitted to board **at least 5 business days prior** to engaging in such practice.
- Applicants must hold a current, valid unrestricted license to practice nursing.
 - **NOTE: If you hold an unrestricted license or multi-state privilege to practice nursing in Virginia you do not need to file this application to perform covered volunteer services¹.**
- A copy of a current, valid unrestricted license to practice nursing.
- The name of the nonprofit organization, date(s) and location(s). The complete address, including zip code, of the location(s) is required to complete your application.
- Registration fee: The fee for a Registration for Volunteer Practice is \$10 and must be paid with a certified check, cashier's check or money order, made payable to The Treasurer of Virginia. Your application will not be reviewed or considered until you have submitted payment. Fees are non-refundable.
- Completed Sponsor Certification for Volunteer Registration form.

¹ Covered volunteer services are indicated in Virginia Code § 54.1-3001.11.