

# Virginia Registration Information

Please do not contact any government agency regarding registration procedures or any issue regarding PPLSI, unless otherwise advised. PPLSI strives to maintain good relationships with governing officials, and you can help by contacting PPLSI and speaking with our licensing department if you have any questions about the registration process in Virginia.

## Requirements

Associates are required to register with the state of VA prior to any legal memberships being sold. A fee is required to register and may be paid on-line.

**Note:** Any applications, fees, or registrations held in office over 30 days will be returned and/or refunded.

## Residents and Non-Residents

1. To obtain a registration, register with the Office of Consumer Affairs at the Virginia Department of Agriculture and Consumer Services at:  
<https://www.vdacs.virginia.gov/food-prepaid-legal-service-plan-sellers.shtml>
  - a. Use a Visa or MasterCard to pay the \$50 on-line registration fee.
  - b. The state will issue your certificate within 3-5 business days
2. Once you have printed your certificate of registration, submit a copy of your certificate with your associate number by mail, email, or fax to:  
  
LegalShield Licensing Department  
P.O. Box 1443, Ada, OK 74821  
Email: [licensing@pplsi.com](mailto:licensing@pplsi.com)  
Fax: (580) 436-7555
3. Once PPLSI has received confirmation of your registration, you may begin marketing.

## Expiration

The Virginia registration expires annually on June 30th. You will be notified by both, VDACS and PPLSI by phone and email.

### Questions

If you have any questions, please contact the Licensing Department at (580) 436-7424 or [licensing@pplsi.com](mailto:licensing@pplsi.com).

The Licensing Department will respond to your email within 24 to 48 business hours.

