

# Virginia Licensing Information

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Under no circumstance should an associate contact any government agency regarding licensing procedures or any issue regarding LegalShield, unless otherwise advised. LegalShield works very closely with government officials; any contact other than from previously established channels at Corporate causes unnecessary strain on good relationships and can even jeopardize our standing. If you have any questions about licensing, please contact us at the LegalShield Licensing Department for assistance. Our job is to make your job easier.

## Requirements

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

### Residents and Non-Residents

1. To obtain a license, register with the Office of Consumer Affairs at the Virginia Department of Agriculture and Consumer Services at: <https://www.vdacs.virginia.gov/food-sellers.shtml>.
  - a. Use a Visa or MasterCard to pay the \$50 on-line registration fee.
  - b. The state will issue the license within 3-5 business days
2. Once you have printed your license, submit a copy of your license with your associate number by mail, email, or fax to:

LegalShield Licensing Department  
P.O. Box 1443, Ada, OK 74821  
Email: [licensing@legalshield.com](mailto:licensing@legalshield.com)  
Fax: (580) 436-7555
3. Once LegalShield has received confirmation of your registration, you may begin marketing.



## Expiration

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The Virginia license expires annually on June 30th. You will be notified of the renewal.

## Questions

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