



Polygraph Examiners Advisory Board
POLYGRAPH SCHOOL CURRICULUM APPROVAL APPLICATION
No Fee Required

1. Business Entity/Sole Proprietor's Name _____

2. Trade, "Doing Business As" (DBA), or Fictitious Name [▲] _____

▲ All business entities with DBA and Fictitious names must attach a copy of the certificate filed with the Clerk of the Court in the locality where business will be conducted (if required by the locality).

3. Type of business entity (select only one)

- Sole Proprietorship
 Limited Partnership ♦
 Limited Liability Company ♦
 Other, please specify: _____
 Association
 General Partnership
 Corporation ♦

State Corporation Commission Number: _____

♦ If your business is a **corporation**, **limited liability company**, or **limited partnership**, your business/trade name(s) must be registered with the Virginia State Corporation Commission. For additional information, contact the SCC at www.scc.virginia.gov or by phone at (804) 371-9733.

4. Select **one** of the following and provide the information below.

Business Federal Employer Identification Number (FEIN) ♦

--	--	--	--	--	--	--	--	--	--

 -

--	--	--	--	--	--	--	--	--	--

 Federal Employer Identification Number (12-3456789)

❖ State law requires every applicant, *who is not a sole proprietor*, to provide a federal employer identification number. *Sole proprietors must provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.*

Sole Proprietor's/Individual's Social Security Number **or**

--	--	--	--	--	--	--

 -

--	--	--

 -

--	--	--	--	--	--	--

 Social Security or Virginia DMV Number (123-45-6789)

Virginia Department of Motor Vehicles Control Number *

* 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.

5. Mailing Address (PO Box accepted)

If a mailing address is submitted, the mailing address will be printed on the license.

 City _____ State _____ Zip Code _____

6. 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 _____

7. Web Address _____

8. Contact Numbers

Primary Telephone

Alternate Telephone

Fax

9. VA Polygraph Advisory Board Provider Registration Number:
 (if already approved Provider)

1	6							
---	---	--	--	--	--	--	--	--

10. School Owner(s): Enter the name of the proprietor partnership, association, limited liability company, or corporation:

11. Name and Title of Contact Person

Name

Title

12. Telephone Number for Contact Person

Primary Telephone

Alternate Telephone

13. Email Address for Contact Person _____

14. Instructor Information: Attach a resume for each instructor listed below.

Instructor's Name	License, Certification or Registration No. (if applicable)	Expiration Date

15. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve the Polygraph curriculum offered at the above referenced school. I also certify that I have read, understood and complied with all the laws of Virginia related to the polygraph examiner licensure under the provisions of Title 54.1, Chapter 18, *of the Code of Virginia* and the *Virginia Polygraph Examiners Regulations*.

Owner's Signature _____ Date _____

Important Curriculum Package Instructions

In addition to this completed application, you are required to submit a school curriculum including, but not limited to, the information listed below:

- a list of subject courses including an ethics course as it relates to polygraph;
- the total number of polygraph instructions available to the school and the number of students assigned to each instructor; and
- a Certification of Good Standing from all states and/or jurisdictions in which the polygraph school curriculum has been approved.