

NORTH CAROLINA PSYCHOLOGY BOARD  
895 State Farm Road, Suite 101, Boone, NC 28607 - Telephone: (828) 262-2258

2018 Renewal Application for Professional Corporation or PLLC

**TO RENEW THE PROFESSIONAL ENTITY BY MAIL, THIS FORM MUST BE RETURNED WITH THE \$25 RENEWAL FEE, (check or money order) OR THE PAYMENT WILL BE RETURNED.** Make checks/money orders payable to the NC

Psychology Board.

Renewal Fee: \$25.00  
**If** postmarked by 2/1/18

**If postmarked AFTER 2/1/18,** the Professional Corporation or PLLC certificate will automatically be suspended, but it may be reinstated **within the calendar year** by submitting the renewal application and a \$35 fee, which includes an additional \$10.00 penalty.

NAME OF PROFESSIONAL ENTITY:

\_\_\_\_\_  
\_\_\_\_\_

CERTIFICATE NUMBER: \_\_\_\_\_

If you do not wish to renew the certificate, check here, **provide an explanation on this form**, and return the form to the Board office.

COMPLETE THE FOLLOWING INFORMATION:

[1] Corporation/Company Mailing Address:

Street/Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

ZIP Code: \_\_\_\_\_ Email address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

[2] Doing Business As (i.e., Assumed Name):

(i.e. Assumed Name, ***IF DIFFERENT FROM THE PROFESSIONAL ENTITY NAME above.*** – If using a DBA name, a **Certificate of Assumed Name is required** be filed with the Register of Deeds in the COUNTY where you are doing business, AND that a copy is on file with the Board *before* the D B A can be added to the Board database.)

\_\_\_\_\_ *Doing Business As/Assumed Name*

FORM SUBMITTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

DAYTIME CONTACT NUMBER: \_\_\_\_\_

**RETURN THIS ENTIRE FORM TO THE BOARD OFFICE ALONG WITH PAYMENT, OR THE PAYMENT WILL BE UNACCEPTABLE AND WILL BE RETURNED, WHICH COULD SUBSEQUENTLY RESULT IN A SUSPENDED CERTIFICATION.**

**NOTE:** This is the renewal application for your **PROFESSIONAL CORPORATION or PLLC.** **Individual Licenses** must be renewed in October on a biennial basis **only** in the even-numbered years.