

Virginia Licensing Process

- 1. To obtain a license, register with the Office of Consumer Affairs at the Virginia Department of Agriculture and Consumer Services at:**
www.vdacs.virginia.gov/consumer.
 - Use a Visa or MasterCard to pay the \$50 online registration fee (credit cards from a third party other than the registering individual are accepted).
- 2. Once you have printed your license, submit a copy of your registration with your associate number by mail, email, or fax to:**
LegalShield Licensing Department
P.O. Box 1443, Ada, OK 74821
Email: licensing@legalshield.com
Fax: (580) 436-7555
- 3. Once LegalShield has received confirmation of your registration, you may begin marketing.**



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