

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
OFFICE OF PESTICIDE SERVICES

P. O. Box 526 • Richmond, VA 23218 (Fees)  
P.O. Box 1163 • Richmond, VA 23218 (No Fees)  
Phone: (804) 786-3798 • Fax: (804) 786-9149 • [www.vdacs.virginia.gov](http://www.vdacs.virginia.gov)

**APPLICATOR CHANGE OF INFORMATION**

Applicator Name: \_\_\_\_\_ Certificate No. \_\_\_\_\_

Email: \_\_\_\_\_ Home Phone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Area Code

**NOTICE TO THE APPLICATOR:**

Your Virginia **Commercial Pesticide Applicator (CCA)** certificate or **Registered Technician (RT)** certificate is issued to **YOU** by the VDACS' Office of Pesticide Services (OPS), and it is **YOUR** responsibility to maintain it, regardless of your employer. By notifying OPS you may transfer your certificate from one employer or location to another. The Office of Pesticide Services will contact you **by mail** one to three times a year (training status report, renewal notice, new certificate) to enable you to maintain your certificate. **It is important for you to keep us informed of any change in your mailing address or phone number.**

**CHANGE OF STATUS**

Please change my certificate from an **"Active"** status to an **"Inactive"** status. (**Home Address Required**)

Please change my certificate from an **"Inactive"** status to an **"Active"** status. (**Business Info Required**)

**Note:** Government employees switching to private sector employment will owe an initial certification fee of \$25 for CCAs and \$25 for RTs at the time of requesting change of employer.

**CHANGE OF EMPLOYER:**

**Note:** Adding a **Second Employer** requires a certificate fee of \$25 for CCAs or \$25 for Registered Technicians.

**ADD SECOND EMPLOYER:**

New Employer/Business Name: \_\_\_\_\_

VA Pesticide Business License #: \_\_\_\_\_

Business Phone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Area Code

Business Fax #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Area Code

If your new employer does not yet hold a **Pesticide Business License (PBL)**, check one of the following:

- PBL Application and Fee Attached
- PBL Application and Fee Submitted Separately

**CHANGE OF APPLICATOR MAILING ADDRESS:**

Prior Mailing: \_\_\_\_\_ New Mailing: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**HOME ADDRESS:** In order to keep your files current, the Office of Pesticide Services also keeps a record of your current home address. Please provide the information below if it is not the same as the new mailing address above or check "Same as mailing" if it is the same:

Same as mailing Street/RFD: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**AUTHORIZATION STATEMENT:**

I understand that it is my responsibility to maintain my certificate and that all information provided on this form is accurate and up to date. I wish for all mailings from the Office of Pesticide Services to be sent to the address specified on this form.

**Signature of Applicator (Required):** \_\_\_\_\_ **Date:** \_\_\_\_\_