

SETTLEMENT AGENT OFFICIAL REGISTRATION FORM  
FOR AN INDIVIDUAL ATTORNEY



**VIRGINIA STATE BAR**

REGISTRATION FEE - \$40.00

**Please make check payable to the "Treasurer of Virginia."**

Virginia State Bar ID# \_\_\_\_\_

Full Name: Mr. \_\_\_\_\_  
Mrs. \_\_\_\_\_  
Ms. \_\_\_\_\_  
First Name Middle Name Last Name

(1) Business Address: \_\_\_\_\_  
(Required) (Firm Name)  
\_\_\_\_\_  
(Street Address)  
\_\_\_\_\_  
(Street Address)  
\_\_\_\_\_  
(City, State, Zip+4)

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Facsimile: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Pursuant to VA Code § 2.2-3705.1, I request that the VSB **not** disclose my email address.

The date you were licensed in Virginia: \_\_\_\_/\_\_\_\_/\_\_\_\_ Is your license in Virginia in good standing? Y or N

I certify that the information provided above is true and accurate, that I will keep the Bar advised of any changes in the information provided, and that I understand completion of this official registration form **does not** complete my public protection requirements as a settlement agent under the **Virginia Consumer Real Estate Settlement Protection Act** and regulations under the act which may be issued by my licensing or regulatory authority.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AS A CRESPA SETTLEMENT AGENT, YOU NEED TO BECOME FAMILIAR WITH THE VSB'S CRESPA REGULATIONS AND THE UPL CRESPA GUIDELINES, BOTH AVAILABLE ON THE BAR'S WEBSITE AT <https://www.vsb.org/site/regulation/real-estate>, AND VA. CODE §17.1-223.

For CRESPA registration, please forward the required items listed below:

- Registration Form
- Financial Responsibility Certification
- Original Surety Bond (a copy if the original is on file at the bar)
- \$40 Registration Fee

Mail the above checked items to: Virginia State Bar, Suite 700, 1111 East Main Street, Richmond, VA 23219-0026. Questions: (804) 775-0530 - Virginia State Bar Membership Department