



NORTH CAROLINA  
SOCIAL WORK CERTIFICATION AND LICENSURE BOARD

Post Office Box 1043  
Asheboro, North Carolina 27204

www.ncswboard.gov

Phone (336) 625-1679  
Fax (336) 625-4246

**CERTIFICATE OF REGISTRATION**  
**RENEWAL AFFIDAVIT**  
**FOR PLLC OR PC**

The Certificate of Registration (COR) for your Professional Corporation or Professional Limited Liability Company is issued in accordance with the Articles of Organization/Corporation submitted at the time of application for the COR, and **expires on January 1<sup>st</sup>**. The Certificate of Registration must be renewed annually pursuant to Chapter 55B of the North Carolina General Statutes. **The annual renewal fee is \$25.00.** Payable by certified check, money order, or cashier's check submitted within six months of issuance.

An amendment to the COR shall be required for the following reasons: a change in business name or address of the professional entity; a change in the professional services provided by the entity; changes to the articles of organization or incorporation; or changes in ownership or membership. Amendments shall be submitted to the Board through completion of this document **along with an updated application (PLLC or PC) and when applicable, a revised copy (or amendment) of the Articles of Incorporation or Articles of Organization (these are the documents from the SOS office for changes to a PLLC).** The amendment fee is an additional \$25.00 and must be included with submission of the requested changes. **[Social Workers are required by Statute to inform this Board within 30 days of the date your professional entity is dissolved.]**

**\*Please check the applicable space below and submit with the appropriate fee.** If a response is not received within thirty days following the expiration date, the Board will notify the Secretary of State's office of the expiration of your Certificate of Registration.

\_\_\_\_\_ There have been **NO** changes to the PLLC or PC since my last submission to the Board office. (\$25 fee)

\_\_\_\_\_ There have been changes to the PLLC or PC **AND** these have been addressed on the application attached. [AMENDMENT TO THE COR IS NEEDED] An updated application (**PLLC** or **PC**) must be attached for any changes to be made. (\$50 fee-\$25 renewal +\$25 amendment)

\_\_\_\_\_ The business is no longer in operation. **Please include copy of Articles of Dissolution (No fee required)**

\*Licensee Name: \_\_\_\_\_ \*LCSW/LCSWA License Number: \_\_\_\_\_

\*Business Name: \_\_\_\_\_

\*Certificate of Registration Number: \_\_\_\_\_ (this number is located in the bottom right-hand corner of your Certificate of Registration issued by the Board)

\_\_\_\_\_ \*Email Address

\_\_\_\_\_ \*Business Address

\_\_\_\_\_ \*Signature \_\_\_\_\_ \*Date

Please return this **completed form and appropriate fee** (payable to NCSWCLB by certified check, money order, or cashier's check) for renewal to the Board office at the mailing address provided above.