



**Virginia Institute  
of Procurement**

**Profile Change Form**

**Effective Date:** \_\_\_\_\_

**Please Print**

**OLD**

<b>Name</b>	
<b>Title</b>	
<b>Agency</b>	
<b>Address</b>	
<b>City</b>	<b>State, Zip</b>
<b>Phone#</b>	<b>Fax#</b>
<b>E-mail</b>	

**NEW**

<b>Name</b>	
<b>Title</b>	
<b>Agency</b>	
<b>Address</b>	
<b>City</b>	<b>State, Zip</b>
<b>Phone#</b>	<b>Fax#</b>
<b>E-mail</b>	

**Fill in the changes to your profile and fax or email to it to:**  
**[VIPregistration@dgs.virginia.gov](mailto:VIPregistration@dgs.virginia.gov) Ph: 804-371-8937.**