

DOCUMENT CHECKLIST – NEW VETERINARY TECHNICIAN REGISTRATION APPLICATION (BY ENDORSEMENT)

Each item indicates whether it can be submitted **ONLINE** via the application portal, or by **EMAIL** or **MAIL** directly to DC Health.

Also, please keep a photocopy of any submitted documents for your records, as they will not be returned.

- Authorization to Release Information Form (ONLINE)**
The Board cannot discuss the status or details of your application with a third party, without a signed release from you authorizing the Board and its staff to communicate said matters.
- One (1) Recent Passport Type Photos of the Applicant's Face (approx. 2" x 2") (ONLINE)**
The photo should be uploaded into the license portal and must be a front-facing headshot with your face and shoulders visible. The background must be plain white with patterns or shadows.
- One (1) photocopy of a current government-issued photo ID. This can be a driver's license or a passport. (ONLINE)**
- Social Security Number (ONLINE)**
- Demographic Information (ONLINE)**
- Name Change Document:** Applicant must provide a copy of a legal name change document for EACH time that it has changed. Acceptable documents are a Marriage Certificate, Divorce Decree, or Court Order. (ONLINE)
- Criminal Background Check (CBC) (ONLINE)**
To access the CBC form and instructions, go to <https://dchealth.dc.gov/node/120532> or contact the CBC unit at (877) 783-4187.
- Screening Question Responses:** Applicants must provide a detailed explanation for any Screening Questions and/or any Clean Hands question to which "YES" was the answer provided. The explanation must sufficiently describe the facts that led to the reason for the "YES" answer. Applicants must also submit any relevant documents related to the reason for the "YES" answer (e.g., Court Records, Monitoring Agreements, Licensure Orders, Malpractice, etc.)
- Character Reference Form:** List (on the [character reference form](#)) of the names and addresses of three responsible people (other than relatives) who have known you for not less than five years and can attest to your moral and professional character.
- DC Veterinary Jurisprudence Affidavit:** All applicants need to complete, sign, and date an [affidavit](#) and upload it on the application portal.
- Verification(s) of Licensure:** Official Verifications should be provided from the issuing state (s) and jurisdiction(s) for each license identified in the application. All states and jurisdictions in which you have EVER held a professional license, regardless of status must be submitted. Website verifications may be acceptable if the website is considered "primary source verified" by the jurisdiction in question. **EMAIL to dcbov@dc.gov (Must come directly from Licensing Boards)**
- Payment (ONLINE)**
\$50.00 (USD) Application Fee
\$50 Background Check Fee