To expedite the processing of your **NEW LICENSE APPLICATION**, be sure to follow the instructions carefully before mailing your application package. All documents are required to begin the processing of your application.

**Remember in order to work in the District of Columbia, you must have a license.**

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### Audiology by Examination

**Checklist of REQUIRED Documents:**

- ☐ A complete signed application for DC License
- ☐ Two (2) recent passport photos (2” x 2”)
- ☐ Social Security Number or Sworn Affidavit
- ☐ Copy of Government Issued Identification (Driver’s License or Passport)
- ☐ Name Change Documents (Marriage Certificate, Divorce Decree or court Order) If Applicable
- ☐ Official School Transcript(s)
- ☐ Proof of passing the National Examination with a score of 170 in Audiology within five (5) years before applying for licensure; **OR**
  - ☐ Proof that the applicant has practiced Audiology for a total of 3 years of the 5 years before applying for licensure; and
  - ☐ Proof of ASHA or ABA certifications or proof of National Examination
- ☐ Proof of completion of supervised experience or proof of ASHA or ABA Certification.
- ☐ Criminal Background Check - Follow Instructions for FieldPrint on our website or go to [https://dchealth.dc.gov/node/120532](https://dchealth.dc.gov/node/120532)
- ☐ $264 Application & License Fee (Fees are to be in the form of Check, Money Order, or Certified Check) Made payable to D.C. Treasurer

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### Audiology by Endorsement

**Checklist of REQUIRED Documents:**

- ☐ A complete signed application for DC License
- ☐ Two (2) recent passport photos (2” x 2”)
- ☐ Social Security Number or Sworn Affidavit
- ☐ Copy of Government Issued Identification (Driver’s License or Passport)
- ☐ Name Change Documents (Marriage Certificate, Divorce Decree or court Order) If Applicable
- ☐ Official School Transcript(s)
- ☐ Letter of Verification from each state or licensure
- ☐ Proof of ASHA Certification
- ☐ Criminal Background Check - Follow Instructions for FieldPrint on our website or go to [https://dchealth.dc.gov/node/120532](https://dchealth.dc.gov/node/120532)
- ☐ $264 Application & License Fee (Fees are to be in the form of Check, Money Order, or Certified Check) Made payable to D.C. Treasurer