

DC Board of Social Work

To expedite the processing of your NEW LICENSE APPLICATION be sure to follow the instructions carefully before mailing your application package. It is important to send in all the required supporting documents listed below based on the method by which you are applying:

Licensed Social Work Associate (LSWA) Endorsement

and

Licensed Graduate Social Work (LGSW) Endorsement

Checklist of Supporting Documents required:

Please contact ASWB at 1-888-579-3926 to request a score transfer.

- o A complete signed application for DC License.
- o Two (2) recent passport photos (2" X 2")
- o Social Security Number or a Sworn Affidavit
- o Name Change Documents
- o Three character reference forms
- o Verification(s) of licensure (from each jurisdiction in a sealed envelope for each license identified in section #6B of application) if licensed in another state or jurisdiction as a social worker
- o A copy of current license
- o Official Score Transfer Report from ASWB
- o Certification of education from Foreign Equivalency Determination Service of the Council on Social Work Education, if applicable
- o Fee must be in the form of Check, Money order or Certified Check Payable to DC Treasurer
- o \$230 for Application and License Fee
- o Applicant Work Experience Form
- o Official MSW or BSW Transcript

Licensed Independent Social Work (LISW) Endorsement

and

Licensed Independent Clinical Social Work (LICSW) Endorsement

Checklist of Supporting Documents required:

Please contact ASWB at 1-888-579-3926 to request a score transfer.

- o A complete signed application for DC License.
- o Two (2) recent passport photos (2" X 2")
- o Social Security Number or a Sworn Affidavit
- o Name Change Documents
- o Three character reference forms
- o Verification(s) of licensure (from each jurisdiction in a sealed envelope for each license identified in section #6B of application) if licensed in another state or jurisdiction as a social worker
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ALL APPLICANTS
Criminal Background Check
Criminal Background Check (CBC) – CBC is paid
Separately to <https://dchealth.dc.gov/node/120532>.
For questions, call **877-614-4364**.