

**SOCIAL WORK  
NEW LICENSE APPLICATION  
CHECKLIST- By ENDORSEMENT**

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

CHECKLIST ITEMS	SUBMISSION METHODS
<p><b>All Pages of Application</b></p> <p>All pages of the <a href="#">online application</a> must be completed and submitted.</p>	<b>ONLINE</b>
<p><b>Demographic Information</b></p> <p>The demographic information (i.e., name, date of birth, address, etc.) provided by the application is true and correct and matches what is contained in the electronic licensing system.</p>	<b>ONLINE</b>
<p><b>Social Security Number</b></p> <p>If you <b>do not have</b> a social security number then you must submit a <u>Sworn Affidavit</u>, under penalty of perjury, stating that you do not have a social security number AND one of the following: a copy of a Certificate of Citizenship or Naturalization; a Resident Alien Card; a valid foreign passport with a visa; or a work permit card from the Department of Homeland Security (I-766 or I-688B)</p>	<b>ONLINE</b>
<p><b>One (1) Recent and Identical Passport Type Photo (2x2 size) of the Applicant's Face</b></p> <p>The photo must be original and cannot be a computer-generated copy, or paper copy.</p>	<b>ONLINE</b>
<p><b>One (1) photocopy of a current government issued photo ID</b></p> <p>This can be a driver's license or passport.</p>	<b>ONLINE</b>
<p><b>Three (3) Character References</b></p> <p>List on the <a href="#">character reference list</a> the names and addresses of three responsible persons (2 must be professional social workers and the 3<sup>rd</sup> can be family member or friend) who have known you for at least one year and can attest to your character.</p>	<b>ONLINE</b>
<p><b>Official School Transcript</b></p> <p>Transcript showing proof of masters or bachelor's degree in social work (BSW or MSW) should be provided in a sealed envelope from the issuing institution the applicant attended <b>OR</b> sent electronically via email from issuing institution/issuing body.</p> <ul style="list-style-type: none"> <li>□ <b>Send Via Official Email or Mail:</b> An official electronic transcript is acceptable from the issuing institution/agency if <b>directly sent from the school</b> to the Board (<a href="mailto:dcbosw@dc.gov">dcbosw@dc.gov</a>) via their secure electronic network or mail it to DC Board of Social Work, 2201 Shannon Place SE, Washington DC 20020.</li> </ul> <p><b>Foreign Educated Only:</b> Transcripts must be evaluated by the Council on Social Work Education (CSWE) and copy of CSWE evaluation letter submitted together with foreign degree transcript.</p>	<b>E-MAIL or MAIL</b> <i>(preferably via E-Mail and must come directly from the School/issuing institution)</i>
<p><b>Work Experience Form</b></p> <p>List on the <a href="#">Work Experience Form</a> all social work related experience on form in chronological order. This form must be completed by all SW applicants and uploaded with application documents online.</p>	<b>ONLINE</b>

<p><b>Verification(s) of Licensure</b></p> <p><i>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 <b>EVER</b> held a professional license, regardless of status must be submitted. Website verifications may be acceptable if the website is considered “<b>primary source verified</b>” by the jurisdiction in question.</i></p>	<p><b>E-MAIL or MAIL</b> <i>(Preferably via E-Mail and must come directly from Licensing Boards)</i></p>
<p><b>Criminal Background Check (CBC)</b></p> <p><i>If a recent CBC (fingerprint) already exists in the system within 2 years, no new CBC is required. All other applicants must re-do their CBC with the online application. If answering “<b>YES</b>” to any of the screening questions, an explanation of the incident(s) must be provided by the applicant. For information, please visit the website: <a href="https://dchealth.dc.gov/node/120532">https://dchealth.dc.gov/node/120532</a>. <b>(\$50 payment must be paid via online with the application. A link will be provided to you afterward via email).</b></i></p>	<p><b>ONLINE</b></p>
<p><b>Screening Question Responses</b></p> <p><i>Applicants must provide a detailed explanation for any Screening Questions and/or any Clean Hands question to which “<b>YES</b>” was the answer provided. The explanation must sufficiently describe the facts that led to the reason for the “<b>YES</b>” answer. Applicants must also submit any and all relevant documents related to the reason for the “<b>YES</b>” answer (e.g., Court Records, Monitoring Agreements, Licensure Orders, etc.)</i></p>	<p><b>ONLINE</b></p>
<p><b>National Practitioner Databank (NPDB) Self Query Report</b></p> <p><i>The Self-Query Report must be requested from the NBPD (<a href="https://www.npdb.hrsa.gov/ext/selfquery/SQHome.jsp">https://www.npdb.hrsa.gov/ext/selfquery/SQHome.jsp</a>) no more than thirty (30) days prior to submission of the application.</i></p>	<p><b>ONLINE</b></p>
<p><b>Payment (Fee)</b></p> <p><i>\$230.00 (USD) for Application and License Fee.</i></p>	<p><b>ONLINE</b></p>
<p><b>Examination Score (Transfer of ASWB Score)</b></p> <p><i>Examination scores must be transferred from the examining body. This can be submitted electronically from the ASWB.</i></p>	<p><b>E-MAIL</b> <i>(Directly from ASWB)</i></p>

