

**BOARD OF OPTOMETRY
NEW LICENSE APPLICATION BY EXAMINATION AND ENDORSEMENT**

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

CHECKLIST ITEMS	SUBMISSION METHODS	Check Mark
1. All Pages of Application		
All pages of the online application and licensure fee of \$288 are required and submitted.	ONLINE	<input type="checkbox"/>
2. Demographic Information		
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.	ONLINE	<input type="checkbox"/>
3. Social Security Number		
If you do not have social security number then you must submit a Sworn Affidavit , 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).	ONLINE	<input type="checkbox"/>
4. One (1) Recent and Identical Passport Type Photo (2x2 size) of the Applicant's Face		
An original photo is required and cannot be a computer-generated copy.	ONLINE	<input type="checkbox"/>
5. One (1) photocopy of a current government issued photo ID (1) Recent and Identical Passport Type Photo (2x2 size) of the Applicant's Face		
A U.S. driver's license or U.S. passport is acceptable.	ONLINE	<input type="checkbox"/>
6. Name Change Documents (if applicable)		
An applicant must provide a copy of a legal name change document for EACH time that it has changed. Acceptable documents are Marriage Certificate, Divorce Decree or Court Order .	ONLINE	<input type="checkbox"/>
7. Supplemental Information Form		
An applicant must complete and submit a Supplemental Information Form .	ONLINE	<input type="checkbox"/>

CHECKLIST ITEMS	SUBMISSION METHODS	Check Mark
8. Official School Transcript(s) Certified official transcript showing a Doctoral Degree in Optometry. The degree must be based upon completion of a program which was accredited at the time of degree conferred by the Council on Optometric Education of the American Optometric Association. <ul style="list-style-type: none"> ▪ Send Via Official Email or Mail: An official electronic transcript is acceptable from the issuing institution/agency if directly sent from the school to the Board (dcboop@dc.gov) via their secure electronic network or mail transcripts to the DC Board of Optometry, 2201 Shannon Place, SE, 1st Floor, Washington, DC 20020. 	E-MAIL or MAIL (Preferably via E-Mail and sent directly from the school/issuing institution)	<input type="checkbox"/>
9. Three (3) Professional Character References An applicant is required to submit three Professional Character References Optometry Character Reference Form	ONLINE	<input type="checkbox"/>
10. Examination Scores National Board of Examiners in Optometry Exam (NBEO) Results (Parts I, II, and III) and TMOD (For TPA authority) . Applicants must receive a passing score for NBEO and TMOD .	E-MAIL (Forward to dcboop@dc.gov)	<input type="checkbox"/>
11. Criminal Background Check (CBC) CBC is completed at the time you submit your online application. A \$50 payment is required online with the application. Upon completion of the payment, the applicant will receive an email with a code to schedule a fingerprint appointment.	ONLINE	<input type="checkbox"/>
12. Therapeutic Pharmaceutical Agent (TPA) Authority Select TPA as an authority as part of the optometry application. TPA fee \$145 .	ONLINE	<input type="checkbox"/>
13. 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. In addition, submit all relevant documents related to the reason for the “YES” answer (e.g., Court Records, Monitoring Agreements, Licensure Orders, Malpractice, etc.)	ONLINE	<input type="checkbox"/>
14. Verification(s) of Licensure (Endorsement Applicants Only) <ul style="list-style-type: none"> • Checklist items listed above and • Official Verifications are required 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. <u>The verification(s) must be sent directly to the Board by email or mail by the issuing state or jurisdiction.</u> 	E-MAIL or MAIL (Preferably via E-Mail and sent directly from Licensing Boards)	<input type="checkbox"/>

Board Mailing Address:

Board of Optometry
 2201 Shannon Place SE
 First Floor
 Washington, DC 20020
 Revised 08/02/2024

Board Email Address: dcboop@dc.gov