

## State Board Examination Application Checklist

ALL Applicants Are Required To Furnish:

- Completed Application – Do not leave blank spaces.
- Money Order or Cashier's Check for the \$515 application fee. **NOTE:** Personal Checks and/or cash will NOT be accepted)
- Certified Copy of Your Birth Certificate. Certified copies are usually obtained from the Health Department, Bureau of Vital Statistics, in the State where you were born. Most states charge a fee for this service, so contact them as soon as possible to avoid a delay in receiving your birth certificate. Hospital birth certificates and notarized copies are not acceptable. **If you are foreign born, you must submit a certified copy of your birth certificate from the country of birth.**

Foreign born individuals must also furnish documentation of legal status in the US. See the "Frequently Asked Questions" page of the application for list of acceptable documentation.

- Education/Evidence of Graduation

If you have graduated:

- Certified Transcript of All Veterinary Courses You Attended with Degree Awarded.

If you are in your last semester:

- Certificate of Enrollment from the Dean of Veterinary College/University stating that you are within 60 days of graduation. If you are more than 60 days from graduation, your application will NOT be accepted; **AND**
- Transcript showing classes/clinics/programs in progress at the time of submission.

**NOTE:** All items must be in English. Items being translated from another language must be certified before they are submitted. Certification can be obtained from a licensed translator or the consulate of that foreign country. Other applicants have used the following website: [www.mejpbs.com](http://www.mejpbs.com).

- One Passport Type Picture

- Must be 2" x 2";
- Close-up photos only (Your face must fill most of picture);
- Frontal face shots only;
- May be black and white **OR** color;
- No hats or sunglasses;
- Must be signed and dated on back;
- Not dog-eared, folded or bent.

You Must Utilize The Veterinary Information Verifying Agency (VIVA) For The Following Item:

- National Exam Scores
  - National Board Exam (NBE) AND the Clinical Competency Examination (CCT); **OR**
  - NAVLE

See contact information for AAVSB/VIVA on the next page.

Military Personnel Must Furnish:

- DD 214 (if discharged from the Armed Forces) for each period of service. Need copy of entire form showing "Type of Separation" (discharged) and "Character of Service" (honorable, dishonorable, etc.).

Graduates of Non-accredited Schools of Veterinary Medicine Must Furnish:

- Notarized Copy of PAVE Certificate of Completion; **OR**
- Notarized Copy of ECFVG Certificate of Completion.

**Continued on next page.....**

**Additional Items That May Be Applicable:**

- Certificate of Valid License Issued (Need verification from any and all states you have ever been licensed whether the license is current or not.)
- Verification Certification of Valid Racing License (Permit)
- U.S.D.A. Verification
- DEA Number(s) Registration Information

These forms are included in this packet. You may use the forms provided, or letters from the applicable authority will also be accepted. The applicant is responsible for contacting and submitting the forms to the appropriate entities. Most states require a fee for license verification and will not process your request until payment is received. You may discard the forms if they do not apply to you.

**Contact Information/Mailing Addresses You Will Need:**

Texas Board of Veterinary Medical Examiners  
333 Guadalupe Suite 3-810  
Austin, TX 78701-3942  
512-305-7555  
www.veterinary.texas.gov  
Email: [licensing@veterinary.texas.gov](mailto:licensing@veterinary.texas.gov)

AAVSB/VIVA  
380 West 22<sup>nd</sup> St, Suite 101  
Kansas City, MO 64108  
(877) 698-8482  
[www.aavsb.org](http://www.aavsb.org)  
Email: [aavsb@aavsb.org](mailto:aavsb@aavsb.org)