

## **APPLICATION DOCUMENTATION CHECK LIST**

### **ALL Applicants Are Required To Furnish:**

- ❑ Completed Application – Must be filled out completely (no blank spaces), signed, dated and notarized or it is considered incomplete, will not be accepted and will be returned to you.
- ❑ Money Order or Cashier’s Check for the **\$100** fee made payable to the TEXAS BOARD OF VETERINARY MEDICAL EXAMINERS or TBVME. The fee is generally non-refundable.  
(NOTE: Personal or business checks and/or cash will **NOT** be accepted)
- ❑ **Certified Copy** of Your Birth Certificate.  
Certified copies may be 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 applicant, 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 or Evidence of Competency  
If you are a **graduate** of the International Association of Equine Dentistry (IAED) **or** the Equine Dental Providers of American (EDPA) – you must submit the following:
  - a. A notarized copy of your certificate of completion from the IAED or EDPA.If you are **NOT** an IAED or EDPA graduate you must submit the following:
  - a. Proof of graduation from a board-approved equine dental school or other board-approved entity;
- ❑ One recent (not older than 6 months) Passport-Type Photograph of you (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.
- ❑ DD 214 (if discharged from the Armed Forces) for each period of service.  
Submit a copy of entire form showing “Type of Separation” (discharged) and “Character of Service” (honorable, dishonorable, etc.).
- ❑ Other State license verification  
If you are licensed as an Equine Dental Provider in another state, submit a “letter of license verification and good standing” from the licensing authority in that state. If your license has lapsed, the letter is still required to ensure that while you held the license, it was in good standing and unencumbered.

### **Contact Information:**

Texas Board of Veterinary Medical Examiners

333 Guadalupe, Ste. 3-810

Austin, TX 78701-3942

512-305-7555 (phone) 512-305-7556 (fax)

Web site: [www.veterinary.texas.gov](http://www.veterinary.texas.gov) email: [licensing@veterinary.texas.gov](mailto:licensing@veterinary.texas.gov)