



Veterinarian Expired License Activation Packet

Contents

- 1. 672-098 Contents List/SSN/Mailing Information..... 1 page
- 2. 672-057 Application Instructions Checklist..... 1 page
- 3. 672-056 License Expired Activation Application 3 pages
- 4. 672-025 Out-of-State Credential Verification 1 page
- 5. RCW/WAC and Online Website Links..... 1 page

Important Social Security Number Information:

You are required by state and federal law to provide a social security number with your application. If you do not have a social security number at the time you send in this application, please contact the Customer Service Center at 360-236-4700 for more information.

A U.S. Individual Taxpayer Identification Number (ITIN) or a Canadian Social Insurance Number (SIN) cannot be substituted.

In order to process your request:

Mail your application with initial documentation and your check or order payable to:

Department of Health
 PO Box 1099
 Olympia, WA 98507-1099

Send other documents not money sent with initial application to:

Veterinary Board of Governors
 Credentialing
 PO Box 47877
 Olympia, WA 98504-7877

Contact us:

360-236-4700

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Application Instructions Checklist

You will be notified in writing if further documentation is required. To ensure that you have submitted the necessary fees and documentation, we encourage you to use the following checklist:

- Pay** Late Penalty Fee.
- Pay** Current Renewal Fee.
- Pay** Impaired Vet Assessment Fee.
- Pay** Expired License Reissuance Fee.
- All fees are non-refundable.** These fees are located on the Veterinary Board online [fee page](#):
- 1. Demographic Information:**
Social Security Number: You must list your social security number on your application. Please call the Customer Service Center at 360-236-4700 if you do not have one.

Legal Name: List your full name: first, middle, and last.

Definition of legal name: “Legal name” is the name appearing on your official certificate of birth or, if your name has changed since birth, on an official marriage certificate or an order by a court. The court must have the legal authority to change your name. We may ask you to prove your legal name. If you use any name other than your legal name on this application form, your application may be denied.

Birth date: Provide the month, day, and year of your birth.

Birth place: Provide the city, state, and country where you were born.

Address: List the address we should use to send any information on your credential. Be sure to include the city, state, zip code, county and country. This will be your permanent address with Department of Health until we have been notified of a change. See [WAC 246-12-310](#).

Phone, Fax, and Cell Numbers: Enter your phone, fax, and cell numbers, if you have them.

Email: Enter your email address, if you have one.

Other Name(s): Indicate whether you are known or have been known under any other names. If you have a name change, you must notify the Department of Health in writing. You must include proof of this change. See [WAC 246-12-300](#).

- 2. Other License, Certification, or Registration.** List in date order most recent to later, **all** credentials you have held since last being credentialed in Washington State. Attach additional pages if you need more space.

- 3. Professional Experience.** In date order, list all your professional work experience since your Washington State credential expired. Attach additional pages if you need more space.
- 4. AIDS Education and Training Attestation.** Required by [WAC 246-12-040](#). If AIDS education was included in your professional education or training, an additional course is not required.
- 5. Disciplinary Action Attestation.** Required by [WAC 246-12-040](#).
- 6. Continuing Education Attestation.** Required by [WAC 246-12-040](#).
- 7. Applicant's Attestation.** Required to be both signed and dated in order to process the application.

Additional Information

To reactivate a veterinary license that has been expired for more than three years:

- The practitioner must submit verification of unrestricted licensure in another state or jurisdiction; **and**
- Submit documentation of 200 hours of active practice within each of the previous three years within that state or jurisdiction.

To activate a veterinary license that has been expired for more than three years, if the veterinarian has not held an unrestricted license and has not been in active practice:

- The veterinarian must successfully complete the current North American Veterinary Licensing Examination as provided in [WAC 246-933-250 \(1\)](#); **and**
- Meet the continuing education requirements of [WAC 246-12-040](#) and [Chapter 246-933 WAC](#).

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Rev 0283010000

Veterinarian Expired License Activation Application

Please print clearly. It is the responsibility of the applicant to submit or request to have submitted all required supporting documents. Failure to do so may result in a delay in processing your application.

1. Demographic Information

Social Security Number (SSN) (If you do not have a SSN, see instructions)

Name	First	Middle	Last
Birth date (mm/dd/yyyy)		Place of birth	
		City	State
		Country	

Address

City	State	Zip Code	County
Country			

Phone (enter 10 digit #)	Fax (enter 10 digit #)	Cell (enter 10 digit #)
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Email address

Mailing address (if different from above)

City	State	Zip Code	County
Country			

Note: The mailing and email addresses you provide will be your addresses of record. It is your responsibility to maintain current contact information with the department.

Have you ever been known under any other name(s)? Yes No

If yes, list name(s):

Will documents be received in another name? Yes No

If yes, list name(s):

2. Other License, Certification, or Registration

(Include Previous Credentials in Washington State)

State/Jurisdiction	Profession	Credential			Method of Credentialing	Currently In Force	
		Type	Number	Year Issued		No	Yes

3. Professional Experience

Type of experience of practice and location	start (mm/yyyy)	end (mm/yyyy)

4. AIDS Education and Training Attestation

I certify I have completed the minimum of four hours of education in the prevention, transmission and treatment of AIDS. This includes the topics of etiology and epidemiology, testing and counseling, infection control guidelines, clinical manifestations and treatment, legal and ethical issues to include confidentiality, and psychosocial issues to include special population considerations.

I understand I must maintain records documenting said education for two years and be prepared to submit those records to the department if requested. **I understand that should I provide any false information, my license may be denied, or if issued, suspended or revoked.** If AIDS education was included in your professional education or training, an additional course is not required.

APPLICANT'S INITIALS	TODAY'S DATE

5. Disciplinary Action Attestation

I certify that no action has been taken by any state or federal jurisdiction or hospital, which would prevent or restrict my right to practice my profession.

I further certify that I have not voluntarily given up any credential or privilege or have not been restricted in the practice of my profession in lieu of or to avoid formal action.

APPLICANT'S INITIALS

6. Continuing Education/Continuing Competency Attestation

I certify that I have met all continuing education and competency requirements for the past three years. I am enclosing documentation on all classes attended/claimed.

APPLICANT'S INITIALS

7. Applicant's Attestation

I, _____, declare under penalty of perjury under the laws of the
(Print applicant name clearly)

State of Washington that the following is true and correct:

- I am the person described and identified in this application.
- I have read [RCW 18.130.170](#) and [RCW 18.130.180](#) of the Uniform Disciplinary Act.
- I have answered all questions truthfully and completely.
- The documentation provided in support of my application is accurate to the best of my knowledge.
- I have read all laws and rules related to my profession.

I understand the Department of Health may require more information before deciding on my application. The department may independently check conviction records with state or federal databases.

I authorize the release of any files or records the department requires to process this application. This includes information from all hospitals, educational or other organizations, my references, and past and present employers and business and professional associates. It also includes information from federal, state, local or foreign government agencies.

I understand that I must inform the department of any past, current or future criminal charges or convictions. I will also inform the department of any physical or mental conditions that jeopardize my ability to provide quality health care. If requested, I will authorize my health providers to release to the department information on my health, including mental health and any substance abuse treatment.

Dated _____ By: _____
(mm/dd/yyyy) (Original signature of applicant)

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Washington State Department of
Health
 Veterinary Board of Governors
 Credentialing
 PO Box 47877
 Olympia, WA 98504-7877
 360-236-4700

Out-of-State Credential Verification

To Applicant: Complete top portion in full and forward to the state, province, or country in which you hold or have held a credential as a veterinarian. There may be a fee for this service.

Name _____ Date of birth _____
(mm/dd/yyyy)

Address _____ City _____ State _____ Zip Code _____

License number: _____

I authorize the release of the information asked for below to the Washington State Veterinary Board of Governors

Signature: _____ Date _____
(mm/dd/yyyy)

To State Board: The above individual is applying for license as a veterinarian in Washington State.
 To assist the Board in its review, please complete the following information and return directly to the address shown above. Thank you.

Name of License: _____

License number: _____ Issue date _____ Expiration date: _____

Issued on the basis of: _____

Credential was issued on the basis of:

- Examination in your State-National Board Examination, Clinical Competency Test, North American Veterinary Licensing Examination.
- Reciprocity/Endorsement from (indicate state)
- Other (explain):

Has credential ever been suspended, revoked, or subject to other disciplinary action? Yes No

If yes, Please explain _____



Signature: _____

Title: _____

State Board _____

Date: _____

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RCW/WAC and Online Website Links

RCW/WAC Links

[Uniform Disciplinary Act, RCW 18.130](#)

[Administrative Procedure Act, RCW 34.05](#)

[Administrative Procedures and Requirements, WAC 246-12](#)

[Veterinary Medicine, Surgery and Dentistry, RCW 18.92](#)

[Veterinary Board of Governors, WAC 246-933](#)

On-Line

[AIDS Training Resources, Reference page](#)

[Veterinary Board of Governors, Web page](#)