

**Application for Reinstatement or Transfer of Veterinary Technician License**

Read and follow all instructions carefully to avoid processing delays.

**ONLY COMPLETE THIS APPLICATION WHEN:**

- 1) You Want Reinstatement of a Georgia Veterinary Technician License; or
- 2) You hold or have held a Veterinary Technician License in Another State.

Before submitting this document, applicants are strongly encouraged to review and become familiar with the laws and rules governing the practice of a veterinary technicians in the State of Georgia

Visit our website at <http://sos.ga.gov/index.php/licensing/plb/53> for more information.

You can check your **Application Status** on this same website.

The following **must be received by the Board** prior to being considered for **approval of licensure**:

Please mail your application package in a 9 X 12 envelope with pages unstapled and unfolded.

- COMPLETED APPLICATION** for Georgia licensure.
- \$50 FEE** for Georgia licensure made payable to the Georgia State Board of Veterinary Medicine. **Checks returned for insufficient funds will be assessed a \$40 service charge pursuant to O.C.G.A. § 16-9-20.**
- OFFICIAL TRANSCRIPT** Pursuant to Georgia law O.C.G.A. § 43-50-52, all applicants must be a graduate of a Board approved program.
- VERIFICATION OF LICENSURE** in any state in which you have **ever** held a license. You must contact that state Board office & have verification sent directly to the GA Board. **A copy of your license in that state is not acceptable.** If you have previously taken the VTNE through an out-of-state Board, request that your exam score results be included with the verification.
- VERIFICATION OF EMPLOYMENT** must be submitted if you have previously been employed as a licensed veterinary technician in this or any other state within the past two (2) years. If you have not held a license to practice as a veterinary technician in the state of Georgia for a period of three years or more, you shall submit a detailed resume of your work experience starting from the date you were granted a veterinary technician license in good standing.
- EXAM SCORES** If you have previously taken the VTNE, you must have the exam scores sent to the GA Board. Contact AAVSB at [aavsb.org](http://aavsb.org) to have exam scores sent to GA.
- SECURE AND VERIFIABLE DOCUMENT** – See document enclosed with this application

**Applications are valid for one (1) year from the date received by the Board.**

**Application fees are non-refundable and non-transferrable.**

Once your application has expired, you will be required to reapply for licensure by submitting a new application and fee.

**VTNE – Veterinary Technician National Exam**

**If the state where you hold a license did not require the VTNE, you must take and pass the exam before you will be considered for licensure. Register and pay fees for the national Board exam at [www.aavsb.org](http://www.aavsb.org).**

Georgia does not accept the exam fee, administer the exam or verify eligibility to AAVSB.

You must contact AAVSB for any questions relating to the VTNE.

**Study materials for the VTNE are available at [www.aavsb.org/vtne.htm](http://www.aavsb.org/vtne.htm)**

**Candidates may not take the examination more than three (3) times without further review and approval by the Board.**



Georgia State Board of Veterinary Medicine  
 237 Coliseum Drive  
 Macon, GA 31217  
 (478) 207-2440  
 (866) 888-1308  
<http://sos.ga.gov/index.php/licensing/plb/53>

<b>Do Not Write In This Section</b>	
Receipt #:	_____
Amount:	_____
Applicant #:	_____
Initials/Date:	_____

**Application For Reinstatement or Transfer of Veterinary Technician License**

**\$50 Fee (non-refundable, non-transferable)**

**Checks returned for insufficient funds will be assessed a \$40 service charge pursuant to O.C.G.A. § 1 6-9-2 0**

Applicant is applying for above referenced license by:

- ( ) Reinstatement
- ( ) Transfer / Application by Examination for Out of State License Holders

**Part I: Personal Information**

1. Name: \_\_\_\_\_  
Last First Middle Maiden
2. Mailing Address: \_\_\_\_\_  
(Street) (Apt. #) (City/State/Zip Code)
3. If your mailing address is a P.O. Box, you must also provide a physical address:  
 \_\_\_\_\_  
(Street) (Apt. #) (City/State/Zip Code)

If you are granted a license, your name, mailing address and license number are public information.

4. E-Mail Address: \_\_\_\_\_

Acknowledgement of your application will be sent by email. Also, if further information is needed, email is the most efficient way for Board staff to contact you so that your application can be processed in the most efficient manner. **Your email address will not be shared with any third party.**

5. Telephone #: Home: ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_ Other ( ) \_\_\_\_\_
6. Date of Birth: \_\_\_\_\_ 7. Place of Birth \_\_\_\_\_ 8. Gender:  Male  Female
9. Race: \_\_\_\_\_ 10. Ethnicity:  (Hispanic or Latino)  (Not Hispanic or Latino)
11. Social Security Number\*: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Part II: Professional Education**

12. Highest Degree Earned:  Doctorate  Masters  Bachelors  Associates
13. Name/Address of Entry Level Professional Institution (e.g. technical school, undergraduate college/university):  
 \_\_\_\_\_  
 a. Dates Attended: \_\_\_\_\_ c. Graduation Date: \_\_\_\_\_  
 b. Major: \_\_\_\_\_ d. Degree(s) Earned: \_\_\_\_\_
14. Name/Address of Graduate School/University: \_\_\_\_\_  
 a. Dates Attended: \_\_\_\_\_ c. Graduation Date: \_\_\_\_\_  
 b. Major: \_\_\_\_\_ d. Degree(s) Earned: \_\_\_\_\_
15. Name/Address of Post -Graduate School/Hospital (if applicable): \_\_\_\_\_  
 a. Type of Training: \_\_\_\_\_ b. Dates Attended: \_\_\_\_\_

**Part III: Professional Background**

- 16.  Yes  No Have you ever been arrested, convicted, sentenced, pled guilty to, pled nolo contendere to, or given first offender status for the commission of a felony, misdemeanor, or any offense other than a minor traffic violation? (DWI & DUI are **not** minor traffic violations.)
- 17.  Yes  No Have you ever had revoked or suspended or otherwise sanctioned any license issued by any board or agency in Georgia or in any other state?
- 18.  Yes  No Have you ever been denied issuance of or, pursuant to disciplinary proceedings, refused renewal of a license by any board or agency in Georgia or in any other state?
- 19.  Yes  No Have you ever personally used narcotics or alcohol excessively or have you ever undergone treatment for addiction to alcohol or other controlled substances or habit forming substances?

**If you answered yes to any of the above four questions, you must attach an explanation. If you answered “yes” to question #16 you must submit official documents to the Georgia Board office along with this application.**

- 20.  Yes  No Have you taken and passed the Veterinary Technician National Examination (VTNE)?  
**If yes, request your scores be certified to our office by the AAVSB at [www.aavsb.org](http://www.aavsb.org).**
- 21.  Yes  No Have you ever failed the Veterinary Technician National Examination (VTNE)?  
**If yes, give dates and location of exam** \_\_\_\_\_  
\_\_\_\_\_
- 22.  Yes  No Have you requested an official verification of licensure be sent to the Georgia Board from every state where you have held a license to practice as a Veterinary Technician? **A copy of your license in that state is not acceptable.**

**Complete the following for each state Board where you have ever held a license be sent to the Georgia Board. If you need more space to list your licenses, attach an additional sheet of paper to the application and provide the same information as listed below.**

Licensure:

<u>State/Country</u>	<u>Date of Licensure</u>	<u>Exam</u>	<u>Status (Current/Inactive)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- 23.  Yes  No **If you answered “Yes” to Question 22, have you submitted the Verification of Employment Form to all employer(s) [Personnel Director, Human Resources Department] who can provide verification of your practice as a Veterinary Technician within the last 2 years? **If self-employed you still must submit the form.****
- 24.  Yes  No **If you answered “Yes” to Question 22 and you have not been employed as a Veterinary Technician for three (3) years or more, have you submitted a detailed resume of your work experience starting from the date you were granted a veterinary technician license in good standing?**
- 25.  Yes  No  N/A **If reinstating your license, have you practiced in Georgia since your license lapsed? If not reinstating, select N/A.**

**Part IV : Affidavit of Applicant**

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Georgia State Board of Veterinary Medicine and I agree to abide by these laws and rules, as amended from time to time.

By signing this application, electronically or otherwise, I hereby swear and affirm one of the following to be true and accurate pursuant to O.C.G.A. § 50-36-1:

- 1) \_\_\_\_\_ I am a United States citizen 18 years of age or older. Please submit a copy of your current Secure and Verifiable Document(s) such as driver's license, passport, or document as indicated on pages 6 & 7 of this application.
- 2) \_\_\_\_\_ I am not a United States citizen, but I am a legal permanent resident of the United States 18 years of age or older, or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older with an alien number issued by the Department of Homeland Security or other federal immigration agency. **Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.**

In making the above attestation, I understand that any failure to make full and accurate disclosures may result in disciplinary action by the Georgia State Board of Veterinary Medicine and/or criminal prosecution.

I hereby certify that the information contained in this application is true and correct to the best of my knowledge. I also understand that this application is for licensure in Georgia only, and not for the purpose of exam application. I have also read and understand the rules and law governing the practice of veterinary technology in Georgia.

Signature of applicant \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Signature of Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

(Notary Seal)

Georgia Bureau of Investigation  
Georgia Crime Information Center (GCIC)

**Consent Form**

I hereby authorize the Georgia Board of Veterinary Medicine to receive any Georgia criminal history record information pertaining to me which may be in the files of any state or local justice agency in Georgia.

\_\_\_\_\_

Full Name (Print)

\_\_\_\_\_

Address

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip

\_\_\_\_\_

Sex

\_\_\_\_\_

Race

\_\_\_\_\_

Date of Birth

\_\_\_\_\_

Social Security Number

By signing this form, I acknowledge that I have been informed of the Non-Criminal Justice Applicant's Privacy Rights and the Privacy Act Statement (Title 28 United States Code § 534) and affirm that I have retained a copy (attachments A and B) for my records.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

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Special employment provisions (check if applicable):

\_\_\_ Employment with mentally disabled (Purpose Code "M")

\_\_\_ Employment with elder care (Purpose code "N")

\_\_\_ Employment with children (Purpose code "W")

**One of the following must be checked:**

This authorization is valid for 90 / 180 / \_\_\_\_\_ (circle or enter) days from date of signature.

I, \_\_\_\_\_ give consent to the above named to perform periodic criminal background checks for the duration of my licensure with this state.

## Attachment A

### NON-CRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant that is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history record check for a non-criminal justice purpose (such as an application for a job or license, immigration or naturalization, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI, when a federal record check is so authorized.
- If your fingerprints/biometrics are used to conduct a FBI national criminal history check, you are provided a copy of the Privacy Act Statement that would normally appear on the FBI fingerprint card.
- If you have a criminal history record, the agency making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The agency must advise you of the procedures for changing, correcting, or updating your criminal history record as set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a Georgia or FBI criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the agency denies you the job, license or other benefit based on information in the criminal history record.
- In the event an adverse employment or licensing decision is made, you must be informed of all information pertinent to that decision to include the contents of the record and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a misdemeanor [O.C.G.A. § 35-3-34(b) and §35-3-35(b)].

You have the right to expect the agency receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of state and/or federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

If the employment/licensing agency policy permits, the agency may provide you with a copy of your Georgia or FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, information regarding how to obtain a copy of your Georgia, FBI or other state criminal history may be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

If you decide to challenge the accuracy or completeness of your Georgia or FBI criminal history record, you should send your challenge to the agency that contributed the questioned information. Alternatively, you may send your challenge directly to GCIC provided the disputed arrest occurred in Georgia. Instructions to dispute the accuracy of your criminal history can be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

## Attachment B PRIVACY ACT

### STATEMENT

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

**APPLICANT: PLEASE CHECK THE FORM OF IDENTIFICATION BELOW THAT YOU POSSESS. RETURN THIS FORM ALONG WITH A COPY OF YOUR APPROPRIATE DOCUMENTATION.**

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**Name**

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2  
July 10, 2013 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”), as amended by Senate Bill 160, signed into law as Act No. 27, (2013), provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

\_\_\_\_\_An unexpired United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_An unexpired United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_An unexpired driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_An unexpired identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_A unexpired tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:  
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_An unexpired United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36- 2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_An unexpired Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36- 2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_An unexpired passport issued by a foreign government, provided that such passport is accompanied by a United States Department of Homeland Security (DHS") Form I-94, DHS Form I-94A, DHS Form I-94W, or other federal form specifying an individual's lawful immigration status or other proof of lawful presence under federal immigration law<sup>1</sup> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_An unexpired Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_An unexpired Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

\_\_\_\_\_An unexpired NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

\_\_\_\_\_An unexpired Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

\_\_\_\_\_An unexpired driver's license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

\_\_\_\_\_A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

\_\_\_\_\_A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

\_\_\_\_\_Certification of Report of Birth issued by the United States Department of State (Form DS-1350) [O.C.G.A. § 50-36-2(b)(3); 6 CFR 37.11]

\_\_\_\_\_Certification of Birth Abroad issued by the United States Department of State (Form FS-545) [O.C.G.A. § 50-36-2(b)(3); 6 CFR 37.11]

\_\_\_\_\_Consular Report of Birth Abroad issued by the United States Department of State (Form FS-240) [O.C.G.A. § 50-36-2(b)(3); 6 CFR 37.11]

\_\_\_\_\_An original or certified copy of a birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal [O.C.G.A. § 50-36-2(b)(3); 6 CFR 37.11]

In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]

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<sup>1</sup>Senate Bill 160 (Act No. 27), effective July 1, 2013, limited the use of passports issued by foreign nations to satisfy the requirements for submission of secure and verifiable documents to only those passports submitted in conjunction with a United States Department of Homeland Security ("DHS") Form I-94, DHS Form I-94A, DHS Form I-94W, or other federal form specifying an individual's lawful immigration status or other proof of lawful presence under federal immigration law.