



GEORGIA STATE BOARD OF VETERINARY MEDICINE
237 Coliseum Drive - Macon, Georgia 31217
Phone (478) 207-2440
www.sos.ga.gov/plb/veterinary

APPLICATION FOR VETERINARIAN

The Board cannot process incomplete applications.
If any item is missing, incomplete or incorrect, your application cannot be reviewed by the Board.
Please review this application before you submit it to ensure that all information and documentation is complete and correct.
Incomplete applications result in delayed processing.
Incomplete applications are void after one year.

Read the following instructions carefully and be familiar with the laws and rules governing the practice of veterinary medicine in the State of Georgia. Visit our web site at <http://www.sos.ga.gov/plb/veterinary> for information.

The following items ***must be received in order to have your license issued.*** To expedite the process, submit all documents in one packet. Please mail application package in a 9 X 12 envelope with pages unstapled and unfolded. Keep this checklist for your records, recording the date information was submitted. Keep a copy of your application.

APPLICATION (must be notarized)

- \$100 APPLICATION FEE** for Georgia licensure.
- VERIFICATION OF VETERINARY COLLEGE EDUCATION** (page 5 of application). An applicant will be considered for eligibility to sit for the exam up to 8 months prior to graduation from an accredited school.
- FOREIGN GRADUATES** must submit verification of enrollment in PAVE or enrollment in the ECFVG, including proof of completion of step 2-English proficiency, and Step 3-passing the BCSE, to be eligible to sit for the NAVLE exam.

The following items ***must be received prior to consideration of approval of license:***

- NATIONAL BOARD SCORES -** *For an application for the Veterinary Licensing Examination (NAVLE) contact NBVME at (701) 224-0332 or www.nbvme.org. Applications & fee for the exam must be submitted directly to NBVME.*
- GEORGIA LAW EXAM:** You must take and submit a completed Law Exam with a passing score. The exam can be downloaded from our website at www.sos.ga.gov/plb/veterinary, and link to Download Forms.
- PRIOR NBE, CCT or NAVLE EXAMS SCORES** – If you have successfully completed any of these exams, you must submit certified copies of scores which can be obtained from VIVA at <http://www.aavsb.org/VIVA>. If you have **previously taken the CCT and the NBE and been unsuccessful** in passing any section of these exams – you are now required to sit for the NAVLE.
- OFFICIAL TRANSCRIPT** sent directly from the school, showing Doctor of Veterinary Medicine Degree and date awarded
- VERIFICATION OF LICENSURE** from any state in which you have EVER held a license, if applicable. This verification must be from the State Board – a copy of your license in that state is **not** acceptable.
- SECURE AND VERIFIABLE DOCUMENT** – See attached document
- FOREIGN GRADUATES** must submit an original verification of completion of ECFVG or PAVE.

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

DISABILITY- If you have a disability and may require an accommodation, you must contact the Board to obtain the REQUEST FOR DISABILITY ACCOMMODATION GUIDELINES.

VETERANS PREFERENCE POINTS- Veterans may be eligible for special benefits in testing. For more information, contact the Board office.

b. Major: _____

d. Degree(s) Earned: _____

12. Name/Address of Post-Graduate School/Hospital (if applicable): _____

Type of Training: _____

b. Dates Attended: _____

Part III: Professional Background

13. 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's are **not** minor traffic violations.)

14. 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?

15. 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?

16. 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?

17. Yes No Have you ever had a DEA registration or license surrendered, revoked, or suspended, or have you been sanctioned by another Board?

If you answered yes to any of the above five questions, you must attach an explanation. Also, if answered yes to #13, you must submit certified document(s) to Georgia Board office.

18. Yes No Have you ever been licensed as a Veterinarian in any other state(s)?

If yes, please list states: _____

You must provide verification of licensure from any state in which you have ever held a license to the Georgia Board. This verification must be an official verification from the state. **A copy of your license in that state is not acceptable.**

Please list any sites and dates of any veterinary practice:

Location _____ Date _____

Location _____ Date _____

Location _____ Date _____

If you graduated from a program that is not accredited by the AVMA, you must have the AVMA submit a copy of your PAVE certification OR ECFVG Certificate administered by the Education Commissions for Foreign Graduates issued after 12/31/72.

19. Yes No Have you ever failed the National Examination? **If yes, give dates and location.**

YOU MUST ANSWER EACH ITEM IN QUESTION #20 WITH A "YES" OR "NO" RESPONSE. A failure to do so will make the application incomplete and further delay processing.

20. Yes No Have you successfully taken the NBE?

Yes No Have you successfully taken the CCT?

Yes No Have you successfully taken the NAVLE?

Yes No If you have not successfully taken the NBE, CCT or NAVLE, are you registered to take the NAVLE through NBVME?

If you answered yes to question #20, have the Veterinary Information Verification Agency (VIVA) send your scores to the Georgia Board.

Part IV:

PLEASE NOTE: An additional application & fee is required to sit for the National American Veterinary License Examination (NAVLE). Contact the National Board Office at (701) 224-0332, on-line at www.nbvme.org or e-mail at mail@nbvme.org to receive an application.

APPLICANT AFFIDAVIT:

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 7 & 8 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.

Signature of Applicant **Date**

Print Applicant's Name

Personally appeared before me, the undersigned official authorized to administer oaths, comes

_____ who deposes and swears that he/she is the person who executed this
(Applicant's Name)
application for a license to practice Veterinary Medicine in the State of Georgia; and that all of the statements herein contained are true to the best of his/her knowledge and belief.

Sworn to and subscribed before me this _____ day of _____, 2_____

Notary Public Signature _____ **County** _____ **State** _____

My Commission Expires _____

(seal)

Part VI: Verification of College Education

Verification of Veterinary College Education
Must submit official transcript upon graduation

This form must be completed by the Veterinary College from which you anticipate graduation.
If you have graduated, the official transcript is required.

This is to certify that _____
Print name

will graduate from _____
Name of School

on _____ with a Doctor of Veterinary Medicine degree.
Date

Signature of Dean from College of Veterinary Medicine

Date

(School Seal)

Return completed form to:

Georgia State Board of Veterinary Medicine
237 Coliseum Drive
Macon, Georgia 31217

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

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

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.

Name

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2
Issued August 1, 2011 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”) 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.

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

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

_____ A 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 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 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]

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

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

_____ A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

_____A 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]

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

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

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

_____A 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]

_____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)]