



**DISTRICT OF COLUMBIA DEPARTMENT OF HEALTH
HEALTH PROFESSIONAL LICENSING ADMINISTRATION
BOARD OF OPTOMETRY LICENSURE CHECKLIST**



Please use the provided checklist to assist in the application process. It is **IMPORTANT** to send all of the required documents listed below based on the method by which you are applying for licensure.

**Optometry License by Examination
(Includes TPA & DPA Authorities)**

Checklist of **REQUIRED** Documents:

- A completed and signed application for DC License
- Two (2) recent passport photos (2" X 2")
- Copy of Identification Document (Driver's License or Passport)
- Social Security Number or a Sworn Affidavit
- Name Change Documents (if applicable)
- Signed Supplemental Informational Form
- Transcripts – Doctoral Degree in Optometry
- National Board of Examiners in Optometry – Exam Results (Parts I, II, and III) and TMOD (if applying for TPA and DPA authorities)
- Three Professional Character Reference
- Criminal Background Check – to schedule an appointment call 1-877-783-4187 or go to www.identogo.com (fee varies by State)
- \$433 in form of Check, Money Order, or Certified Check payable to the D.C. Treasurer

**DC Licensed Optometrist – Adding DPA
Authority Only**

Checklist of **REQUIRED** Documents:

- A completed and signed application for DC License
- Two (2) recent passport photos (2" X 2")
- Copy of Identification Document (Driver's License or Passport)
- Social Security Number or a Sworn Affidavit
- Name Change Documents (if applicable)
- Verification of Licensure
- Signed Supplemental Informational Form
- National Board of Examiners in Optometry – Exam Results (Parts I, II, and III) and TMOD
- Three Professional Character Reference
- \$230 (Application and License fee) in form of Check or Money Order, or Certified Check payable to the D.C. Treasurer.

**Optometry License by Endorsement (Includes
TPA & DPA Authorities)**

Checklist of **REQUIRED** Documents:

- A completed and signed application for DC License
- Two (2) recent passport photos (2" X 2")
- Copy of Identification Document (Driver's License or Passport)
- Social Security Number or a Sworn Affidavit
- Name Change Documents (if applicable)
- Signed Supplemental Informational Form
- Transcripts – Doctoral Degree in Optometry
- Official Verification of Active and Inactive Optometry License(s)
- National Board of Examiners in Optometry – Exam Results (Parts I, II, and III) and TMOD (if applying for TPA and DPA authorities)
- Three Professional Character Reference
- Criminal Background Check – to schedule an appointment call 1-877-783-4187 or go to www.identogo.com (fee varies by State)
- \$433 in form of Check, Money Order, or Certified Check payable to the D.C. Treasurer

**DC Licensed Optometrist – Adding TPA to an
existing DC License (automatically receives
DPA authority)**

Checklist of **REQUIRED** Documents:

- A completed and signed application for DC License
- Two (2) recent passport photos (2" X 2")
- Social Security Number or a Sworn Affidavit
- Name Change Documents (if applicable)
- Signed Supplemental Informational Form
- Transcripts
- TPA – 6 hour of experience
- National Board of Examiners in Optometry – Exam Results (Parts I, II, and III) and TMOD
- Three Professional Character Reference
- \$230 (Application and License fee) in form of Check or Money Order, or Certified Check payable to the D.C. Treasurer.