

LWOE APPLICATION INSTRUCTIONS for OPTOMETRY LICENSE

www.tob.state.tx.us

Acceptable application contains all of the following (please check off):

- Application with all items completed (including photographs and required affidavits);
- Fee (\$300) – Money Order or Certified Check only;
- Final official transcript from optometry school(s)
- Final official transcript from pre-optometry school(s)
- Birth certificate (or proof of citizenship)
- License verifications from all states where the applicant is licensed or was previously licensed (verification forms may be submitted separately, but application is not complete until received);
- Copy of document changing name (if applicable);
- Military discharge (if applicable); and
- Supporting documents only if required by Part III of Application

All applicants must provide fingerprints. See last page.

GENERAL INSTRUCTIONS

Printing Application

This is a permanent document. Please print application on a laser printer. If printed on an ink jet printer, photo copy application and complete the photocopied application (a document printed on an ink jet printer may not be permanent).

Complete every item

If an item does not apply, write “n/a.” **Incomplete applications will be returned.** Please print legibly or type information.

Name and Social Security Number:

Write or type your name and social security number at the top of every page.

Keep the instructions for your records

Checking off the items required will insure that all required documentation is submitted.

Board Meeting Date

Fill in the date of the Board Meeting to consider the application. Dates are posted on the website.

Identification at Examination

An official identification document containing a photograph (driver’s license or passport) will be required to take the Jurisprudence Examination.

EXAMINATION MATERIALS

Download from the website the Texas Optometry Act (including the Contact Lens Prescription Act) and the Board Rules. The examination covers both documents.

PART I INSTRUCTIONS

Photographs: Attach two recent photographs showing current appearance. Staple photographs to the application. Before stapling, *sign the back of one of the photographs*. Photographs must be passport size and quality.
Address: If you move after submitting an application, notify the Board immediately of your new address (the Board will need to send you information during the application and examination process).

PART II INSTRUCTIONS

Citizens of the United States: Birth: If you were born in the United States, you must submit an official (certified) copy of your birth certificate prior to being licensed. Contact your state or county of birth.

Naturalization: If you are a citizen by naturalization, you must submit a copy of the naturalization document or a copy of your United States Passport. This copy must be made by a notary (see end of instructions for sample statement to be made by notary). A notary (or notary public) may be found in the phone book, at most financial institutions, and at many schools of optometry. In the alternative, if you are taking the Texas Jurisprudence Exam directly administered by the Texas Optometry Board (and not the NBEO), you may bring the original naturalization document or United States Passport for examination by Board Staff.

Citizens of Foreign Country: If you are a citizen of a foreign country, you must submit a official (certified) copy of your birth certificate or a copy of your passport showing birthplace and citizenship. The above requirements concerning copies being made by a notary apply. If you are living in the United States, a license may only be issued if you have a work visa or a permanent residence card.

PART III INSTRUCTIONS

Answer each question honestly and completely. The Board may discipline an applicant or refuse to issue a license if the applicant is dishonest on the application or misrepresented the facts on an application. If you answer yes to any question, attach a detailed explanation including relevant dates and locations. The Board may contact you requesting additional information.

Instructions for Specific Questions

Question 3: Report being charged with and/or convicted of any felony or misdemeanor, with the exception of a Class C Misdemeanor (or minor) traffic violation. Please refer to Board Rule 277.5 for information on the effect of criminal convictions on the license application.

Question 5: Please refer to Texas Optometry Act Section 351.501(a)(4) regarding authority of Board to refuse to issue license or impose practice limitations on applicants with a chemical dependency.

Question 6: Please refer to Board Rule 279.15 for information on the practice limitations of licensees with certain contagious or infectious diseases.

PART IV INSTRUCTIONS

List all states in which you are licensed or have been licensed. A License Verification form must be sent to each of these states for that state to complete. The states may require a fee for this service. The form is available on the website; download the form and mail the printed version to the states where licensed or formerly licensed. These forms must be received on or before application deadline.

PART V INSTRUCTIONS

List every pre-optometry college and college of optometry attended, as well as the high school from which you graduated.

Transcripts

Official transcripts from each pre-optometry college and optometry school attended must be received on or before application deadline. Transcripts must be official transcripts, but the Board does not require that the transcript be sent directly from the school.

PART VI INSTRUCTIONS

Only two affidavits in Part VI must be completed. Four affidavits are provided because two different classes of persons are authorized to complete an affidavit: 1) a licensed practicing optometrist (may be licensed in any state or Canada), or 2) a person who has known the applicant for at least five years, is not related to the appli-

cant, and is not also an applicant for license. Complete two of the four affidavits by having the person sign the affidavits in the presence of a notary. A notary (or notary public) may be found in the phone book, at most financial institutions, and at many schools of optometry

PART VII INSTRUCTIONS

Application must be signed and dated by the applicant. Please note the statements made by the applicant when signing the application. The applicant must also sign the application under oath in the presence of a notary. See instructions for Part VI regarding notary.

FINGERPRINTS

Board Rule requires that every applicant be fingerprinted. Applicants must submit fingerprints before a license will be issued. Instructions, including the appropriate fee and contact information for the locations that take fingerprints, are on the website: www.tob.state.tx.us In the Table of Contents select "Application for License," scroll down and select "Fingerprint Information" If you do not have access to the Internet, please contact the Board at 512-305-8500.

Statement That May be Used When Copies are Made by Notary (Part II Instructions)

CERTIFIED COPY OF A NON-RECORDABLE DOCUMENT

State of _____
County of _____

On this _____ day of _____, _____, I certify that the preceding or attached document, and the duplicate retained by me as a notarial record, are true, exact, complete, and unaltered photocopies made by me of (description of document: _____), presented to me by the document's custodian, _____, and that, to the best of my knowledge, the photocopied document is neither a public record nor a publicly recordable document, certified copies of which are available from an official source other than a notary.

Date
(Seal)

Notary Public's Signature