



Apply online at <http://www.breeze.ca.gov>!

If you need technical assistance with BreEZe, please call our Consumer Information Center at (800) 952-5210 or visit our [BreEZe Online Services FAQ](#) page.

# Veterinary Assistant Controlled Substances Permit (VACSP)

Please apply online at [BreEZe](#) for the **Veterinary Assistant Controlled Substances Permit Application**.

➤ **Required Fees** (BPC § [4905](#)):

- Application: \$100 (non-refundable)
- Initial License: \$100

➤ **Email Address & Address of Record**

The Board sends all subsequent correspondences to the applicant's email and address of record. The address of record is subject to public disclosure, the email address is not.

The address of record may be a place of employment or post office box in lieu of a home address. However, please note that the permit is property of the permit holder not of the employer. If you have a change of work location or email/address, please submit the applicable applications through your BreEZe account to update your information on file with the Board.

➤ **Fingerprints** (BPC § [4836.2](#))

[Request for Live Scan Service Form](#)

California residents are required to complete the Live Scan Request Form and submit fingerprints at a [Public Live Scan site](#).

For more information on "Live Scan" fingerprinting, please visit the DOJ website at <http://oag.ca.gov/fingerprints>.

### Fingerprint Hard Card

Out-of-state residents who cannot travel to California to complete a Live Scan must have their fingerprints rolled onto a DOJ (BID-7) or FBI (FD-258) fingerprint hard card by a qualified fingerprinting service in their state of residence. Processing fingerprint hard cards takes approximately 45-60 days.

After the Board receives your request for a hard card when you submit this application, the Board will mail the hard card and instructions to your address of record.

➤ **Licensee Manager Agreement and Acknowledgement [Form](#)**

As a VACSP holder you are required to have a California licensed supervising veterinarian. Disclosure of your supervisor is not mandatory for issuance of a permit; however, you must report your supervisor within 30 days of employment by completing this form. You may attach it to your VACSP application on BreEZe or by email to [VMB@dca.ca.gov](mailto:VMB@dca.ca.gov).

When completing the application make sure to provide all the information requested. Once the application is paid and submitted, it will be sent to the Board for review.

The Board must receive all required documentation/information prior to issuing a permit. Following initial application review, the Board will notify you via email of any deficiency and you will be given the opportunity to submit deficient documentation.

You may check application updates by logging into your BreEZe account and clicking “Details” next to the pending application. There you will find application deficiencies listed, if any.

To see current board processing times, visit the Board’s [processing times webpage](#).