



## VETERINARY ASSISTANT CONTROLLED SUBSTANCES PERMIT INITIAL PERMIT APPLICATION INSTRUCTIONS

Apply Online at [www.BreEZe.ca.gov](http://www.BreEZe.ca.gov)

### These instructions are for:

- Applicants who plan on working in a veterinary hospital setting, who do not have a state or federal felony controlled substance conviction, and are 18 years or older.

### Required Fees

- Application Fee: \$50 (non-refundable)
- Initial Permit Fee: \$50

### Required Documentation:

- Photograph (similar to a passport photograph)

### Required Information

- Fingerprint clearances from the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI)\*

### Additional Information

As a Veterinary Assistant Controlled Substances Permit holder, you are required to have a California licensed supervising veterinarian.

Disclosure of supervisor is not mandatory for issuance of a permit; however, you must report your supervisor within 30 days of employment.

Initial application review may take up to eight (8) weeks.

Following initial application review, the Board will notify you in writing of any deficiency and you will be given the opportunity to submit deficient documentation

The Veterinary Medical Board utilizes a birth month renewal system. The month in which you were born determines your initial license period.

For example, if you applied for your initial license in January and were born in July, your initial license period will expire two (2) birth months from application date, making the initial license period 19 months. Initial licenses will not be issued for less than 13 months and no more than 24 months. Following your initial license period, your license will renew biennially (every two (2) years).

\*DOJ and FBI fingerprint clearances are required for eligibility and to be issued a permit.

### Information Privacy Act

Failure to provide any of the requested information will result in the application being deemed incomplete. The information provided will be used to determine qualification for licensure, per Section 4841-4842 of the Business and Professions Code which authorizes the collection of this information. Information regarding the issuance or denial of a license by the Board may be transmitted to any other veterinary medical licensing authority. Candidates have the right to review their application subject to the provisions of the Information Practice Act. The Executive Officer is custodian of records.

Your completed application becomes the property of the Board and will be used by authorized personnel to determine eligibility. Information on the application may be transferred to other governmental or law enforcement agencies. Pursuant to the California Public Records Act (Gov. Code §6250 et seq.) and the Information Practices Act (Div. Code §1798.61), the names and addresses of persons possessing a license or registration may be disclosed by the department unless otherwise specifically exempt from disclosure under the law. The name and address of record included on this application is subject to public disclosure and may be disclosed upon request.

Information you provide on this application is maintained by the Executive Officer of the Veterinary Medical Board, 1747 N. Market Blvd., Suite 230, Sacramento, CA 95834, (916) 515-5220. The information is requested pursuant to Business and Professions Code sections 4832-4844 and/or Title 16, California Code of Regulations, Division 20, Article 6. You have the right to review the records maintained on you by the Board or department unless the records are exempt by section 1798.40 of the Civil Code. You may gain access to the information by contacting the Veterinary Medical Board.

### **Live Scan Fingerprinting**

Section 144(b) of the Business and Professions Code authorizes the Veterinary Medical Board (Board) to collect fingerprints for background checks of applicants for licensure. Fingerprints must be submitted prior to licensure via Live Scan pursuant to Penal Code Section 11077.1. The results from Live Scan must be received by the Board prior to examination.

For more information regarding Live Scan, please refer to Fingerprinting Requirements and Live Scan/Fingerprint Overview information. Your fingerprints must be processed at a California Live Scan facility of submit a fingerprint hard card, and service must include both the California Department of Justice and the Federal Bureau of Investigation. Fingerprints processing fees are paid directly to the Live Scan facility. Please note any fingerprints submitted via a hard card are subject to significant delays.

Criminal Offender Record Information (CORI) is information identified through fingerprint submission to the California Department of Justice (DOJ). CORI information includes criminal history information maintained by California local law enforcements, the DOJ, the Federal Bureau of Investigation (FBI) and other state law enforcement. CORI information is confidential and used solely for the purpose of determining whether an applicant has criminal history that would be grounds for denial of an application, or suspension or revocation of a registration pursuant to Section 475-499 of the Business and Professions Code.

Licensure is subject to denial pursuant to Business and Professions Code Sections 475-499 upon review of your background information.

### **Expedited Application for Spouses or Domestic Partners of Active Duty Military Personnel**

If you meet the military spouse or domestic partner requirements, please scan and attach the following documentation to the application (you may be asked to submit original documentation: (1) Certificate of marriage or domestic partnership or other legal union with an active duty member of the Armed Forces of the United States who is assigned to a duty station in this state under official active duty military orders; (2) Verification of current licensure in another state, district, or territory of the United States in the profession or vocation for which you are seeking licensure.

### **Expedited Application for Honorably Discharged Members of the U.S. Armed Forces**

If you meet the U.S. Armed Forces expedite requirement, please scan and attach a copy of the following documentation to this application: DD214 or other supporting documentation.

### **Change of Mailing/Employer Address**

You are required to notify the Board of a change to your mailing or employer address within 30 days of the change in accordance with BPC Section 4836.4. The name and address of record included on this application is subject to public disclosure and may be disclosed upon request. Please notify the Board immediately of any address and/or name change. You may update your name and/or address by using the Veterinary Assistant Controlled Substances Permit Name Change form and/or the Veterinary Assistant Controlled Substances Permit Address Change form.