



Board of Examiners in Optometry

PO Box 513

Wall, SD 57790

sdoptboard@goldenwest.net

Telephone: (605) 279-2244

Website: <http://optometry.sd.gov>

OPTOMETRY LICENSE APPLICATION

Requirements and Instructions- Applicant may keep this page for reference.

- Complete and mail enclosed application (pages 1-5). The application fee of \$175.00 must be sent by check or money order with the application. It is good for one year from the date received. The application fee is non-refundable and must be paid again if reapplying after the expiration of the application. The PDF document may be filled out electronically, but must be signed in ink and mailed to the address above.
- National Board Scores must be sent to the South Dakota Board of Optometry directly from the National Board of Examiners in Optometry.
- Official transcripts are required from all pre-optometric and optometric university education and must be sent directly from the school. Copies or unofficial transcripts will not be accepted.
- Pursuant to SDCL 36-7-12.2, effective July 1, 2009, each applicant for licensure is required to submit a full set of fingerprints with the completed application to obtain a state and federal criminal background check.
 - Upon receipt of this application, you will receive an email from us with further instructions regarding submission of fingerprints and completion of the background check.
 - You will be asked if you will be completing the fingerprints in South Dakota or another state. If you will be completing them in South Dakota, you will have the option for Livescan digital fingerprints and electronic submission as well as online payment. This is not yet an option for individuals wishing to process the fingerprints in another state.
 - Your application will not be processed until the results of the background check have been received.
 - This board does not issue temporary licenses or special permits.
 - Completion of the background check takes approximately 4-6 weeks; however, that depends on the volume of inquiries at the time of submission. Completing them in South Dakota will expedite the process.
- Two references of good moral character must be submitted using forms Appendix A and B.
- License verification forms from Appendix C must be submitted for each state listed in the "record of licensure" on page 4. Standard forms from other states will also be accepted.
- The verification of practice location must be submitted using form Appendix D.
- When all documents have been received, you will receive notification that includes information regarding the estimated timeline for licensure and pro-rated license fee. This email will contain instructions for payment.

***Documents can also be found on the SDBEO website for your convenience in providing them to required parties.**