



MARYLAND Department of Health

MARYLAND BOARD OF SOCIAL WORK EXAMINERS

4201 Patterson Avenue,
Baltimore, Maryland 21215 – 2299
Web Site: www.health.maryland.gov/bswe

Phone Number: 410-764-4788
Toll Free: 1-877-526-2541
Fax: 410-358-2469

RE-LICENSURE – ALL LICENSE TYPES

July 2018

Dear Applicant:

PLEASE NOTE: The application instructions include everything you need to know about applying for approval to take the licensing examination and obtaining a license in Maryland.

Please review all of the material very carefully. The \$100 license application fee is non-refundable.

Enclosed is an application for **RE-LICENSURE** as a:

Licensed Bachelor Social Worker	LBSW
Licensed Master Social Worker	LMSW
Licensed Certified Social Worker	LCSW
Licensed Certified Social Worker-Clinical	LCSW-C

RE-LICENSURE means you held a Maryland license and the expiration date of the license is greater than 5 years ago. Look up your license, on the Board’s website, under the “License Verification” tab on the left side of the home page. www.dhmf.maryland.gov/bswe/,

There are two options for “Re-Licensure”

- 1) By Endorsement; or
- 2) By Examination

By Endorsement: Applicants who have an active social work license in another jurisdiction and are currently practicing social work in another jurisdiction must apply by endorsement.

By Examination: Applicants who have **NOT** practiced social work in 5 or more years, must apply by examination. The Board does not have the authority to waive the “re-examination” requirement.

PLEASE SUBMIT ORIGINAL COPIES OF ALL FORMS DO NOT SUBMIT PHOTO COPIES OR FAXED COPIES.
Keep a copy of your application for your records.

If you have any questions, please contact the Board office at 410-764-4788 - toll free 1-877-526-2541.

MARYLAND BOARD OF SOCIAL WORK

Social work practice in Maryland is governed by the Maryland Social Workers Act, Title 19 of the Health Occupations Article of the Annotated Code of Maryland and the Code of Maryland Regulations (COMAR) Title 10 Subtitle 42 Chapters 01 through 09. **An individual may not practice social work in Maryland without a social work license issued by the Maryland Board of Social Work**

The following information is provided as a synopsis of the licensing requirements and is not a substitute for thoroughly reviewing the statute and the regulations. According to the Board's statute section § 19-309 a license can be "reactivated" or "reinstated" IF the license has not be on Inactive or Non-renewed status for more than 5 years. However, if the license has been Inactive or Non-renewed for more than 5 years, an individual may apply or "re-licensure" and pass the required licensing examination.

Article - Health Occupations - Title 19 - Social Workers.

Subtitle 3. Licensing.

§ 19-309. Inactive status; reinstatement of expired licenses.

(a) (1) Except as provided in subsections (b) and (c) of this section, the Board shall place a licensee on inactive status for a maximum of 5 years, if the licensee submits to the Board:.....

(3) The Board shall reactivate a license for an individual on inactive status who:.....

(v) Has been on inactive status for less than 5 years.

(b) (1) Except as provided in subsection (c) of this section, the Board shall place a licensee on nonrenewed status for a maximum of 5 years if the licensee:

(3) The Board shall reactivate a license for an individual on nonrenewed status who:.....

(v) Has been on nonrenewed status for less than 5 years.

(c) Notwithstanding subsections (a) and (b) of this section, the Board shall reactivate the license of an individual who:

(1) Applies to the Board for reactivation of the license;

(2) Pays to the Board the reactivation processing fee set by the Board and any other fees required by the Board;

(3) Provides any documentation required by the Board, in a form prescribed by the Board; and

(4) Passes the respective examination required for initial licensure.

The social work statute uses the term *reactivation. However, the "working" terminology is "re-licensure" in order to distinguish it from "reactivation" of a license on inactive status for less than 5 years and "reinstatement" of a license on non-renewed status for less than 5 years.

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4201 PATTERSON AVENUE, BALTIMORE, MARYLAND 21215-2299
410-764-4788 or Toll Free: 1-877-526-2541 www.health.maryland.gov/bswe

RE-LICENSURE -APPLICATION INSTRUCTIONS

**ALL DOCUMENTATION MUST BE ORIGINAL, ON THE FORMS CURRENTLY IN USE
BY THE BOARD AND SUBMITTED AS A COMPLETE APPLICATION PACKET**

**DOCUMENTATION CONTAINING WHITE OUT OR CORRECTIONS WILL NOT BE
ACCEPTED BY THE BOARD**

ALL SECTIONS OF THE FORMS SHOULD BE COMPLETED IN [BLUE INK](#)

CHECK LIST:

Please use the following check list to be certain your application packet is complete:

For **ALL** applicants (re-licensure by endorsement or examination):

- Check or money order, payable to the Maryland Board of Social Work, for \$100
- Application Form
- Official BSW or MSW transcript with the date the degree was awarded/conferred
- Criminal History Records Check (CHRC)**
 - First submit your completed application then complete the CHRC
 - **If a CHRC was done for another purpose, a “NEW” CHRC is required for licensing.**

ONLY for applicants applying for re-licensure by **endorsement**:

- Verification of Out-of-state Social Work License(s)
- Employment Certification form(s)
- Resume

PLEASE DO NOT SEND THE ITEMS LISTED ABOVE SEPERATELY

PLEASE NOTE: Applicants will be **notified** of the status of their applicant through the **email address** provided on the application form. Please be sure your email address is legible, accurate and current. Set your computer to accept emails from the Board so the notifications do not go into **SPAM**. Please provide the Board with changes in your email address. **PLEASE DO NOT CLICK THE 'UNSUBSCRIBE' LINK FROM AN EMAIL SENT FROM THE BOARD.**

DOCUMENTATION:

All documentation and required forms must be mailed to the Board in **one** application packet. The applicant must use the forms currently in use by the Board and the forms must contain original signatures. The Board cannot accept copied or faxed documents. It is recommended that applicants keep copies of all the documentation and communications submitted to the Board.

APPLICATION FORM:

All items on the application form must be completed and the "Applicant's Affidavit" must be signed and dated. It does not need to be notarized.

SOCIAL SECURITY NUMBER:

The disclosure of your Social Security Number is mandatory in order to approve your application. Any application received without the Social Security Number will not be approved. The Board is required by Federal and Maryland laws to collect this information for the following purposes:

- ▶ Administration of the Child Support Enforcement Program (Md. Family Law Code Ann., § 10-119.3)
- ▶ Identification by the Maryland Department of Assessments and Taxation of new businesses in Maryland (Md. Health Occ. Code Ann., § 1-210)
- ▶ Verification of identity with respect to final adverse actions related to your license or certificate (42 U.S.C. § 1320a-7e(b)(2)(B)).

NAME

Your name will appear on all documents and correspondence as you list it on the application form. Please note:

- 1) the name must be your **legal** name
- 2) the name on your driver's license or identification card must match
- 3) the license will be issued in the name listed on your application

RACE / ETHNIC IDENTIFICATION

Check all that apply.

American Indian or Alaska Native (A person having origins in any of the original peoples of North or South American, including Central America and who maintain tribal affiliations or community attachments)

Asian (A person having origins in any of the original peoples of the Far East, Southeast Asian, or the Indian subcontinent including, for example: Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.)

Black or African American (A person having origins in any of the black racial groups of Africa.)

Native Hawaiian or other Pacific Islander (A person having origins in the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)

White (A person having origins in any of the original peoples of Europe, the Middle East or North Africa.)

Answer the question with a yes or a no.

Are you of Hispanic or Latino origin? (A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.)

QUESTIONS #1 THROUGH #5

Answer all questions with a yes or no. For each question answered with a yes, please attach a detailed explanation. For question #4 also provide a certified copy of the police/court record and final disposition AND, initiate the Criminal History Records Check, as soon as possible.

CRIMINAL HISTORY RECORDS CHECK:

A Criminal History Records Check through the Department of Public Safety and Correctional Services - Criminal Justice Information Systems - Central Repository is required under the social work statute. An excerpt from the Board's statute is below and section (e) (2) outlines what the Board should consider when reviewing the reports. All reviews are conducted on a case by case basis.

Article - Health Occupations Title 19. Social Workers. Subtitle 3. Licensing.

§19-302.2. Criminal history records checks.

- (a) In this section, "Central Repository" means the Criminal Justice Information System Central Repository of the Department of Public Safety and Correctional Services.
- (b) As part of an application to the Central Repository for a State and national criminal history records check, an applicant shall submit to the Central Repository:
 - (1) A complete set of legible fingerprints taken on forms approved by the Director of the Central Repository and the Director of the Federal Bureau of Investigation;
 - (2) The fee authorized under § 10–221(b)(7) of the Criminal Procedure Article for access to State criminal history records; and
 - (3) The processing fee required by the Federal Bureau of Investigation for a national criminal history records check.
- (c) In accordance with §§ 10–201 through 10–228 of the Criminal Procedure Article, the Central Repository shall forward to the Board and to the applicant the criminal history record information of the applicant.
- (d) If an applicant has made two or more unsuccessful attempts at securing legible fingerprints, the Board may accept an alternate method of criminal history records check as permitted by the Director of the Central Repository and the Director of the Federal Bureau of Investigation.
- (e) (1) Information obtained from the Central Repository under this section:
 - (i) Is confidential and may not be disseminated; and
 - (ii) May be used only for the licensing purpose authorized by this title.(2) In using information obtained from the Central Repository under this section to determine whether to issue a license, the Board shall consider:
 - (i) The age at which the crime was committed;
 - (ii) The circumstances surrounding the crime;
 - (iii) The length of time that has passed since the crime was committed;
 - (iv) Subsequent work history;

- (v) Employment and character references; and
- (vi) Other evidence that demonstrates whether the applicant poses a threat to the public health or safety.
- (f) The subject of a criminal history records check under this section may contest the contents of the printed statement issued by the Central Repository as provided in § 10-223 of the Criminal Procedure Article.

If an applicant wishes to contest the results, the applicant must submit a written explanation, to the Board, within 6 months of the date of the report and provide legal documentation which refutes the results.

OFFICIAL TRANSCRIPT: for ALL applications

The official seal of the college/university is required on all transcripts with the date the MSW degree was awarded/conferred. The official transcript must be submitted in a sealed envelope with the application packet. Please do not request the college/university to mail the official transcript directly to the Board.

FOREIGN DEGREES:

Applicants who possess foreign degrees must have their credentials reviewed by the Council on Social Work Education (CSWE) prior to making application to the Board. CSWE's written determination and a copy of the foreign transcript must be submitted with the application. www.cswe.org or 703-683-8080

ASSOCIATION OF SOCIAL WORK BOARDS (ASWB): required for an application by examination

The examination fee is paid to the ASWB. The examinations are taken on computers and can be scheduled Monday through Saturday. The applicant knows immediately if she/he passed or failed the examination. For more information regarding the examination please visit ASWB's website www.aswb.org

OFFICIAL SCORE REPORT: for an application by examination

Once a week, the Board receives, from ASWB, the pass and fail scores of all the Maryland applicants who took the test the prior week.

VERIFICATION OF OUT-OF-STATE LICENSE(S): required for an application by endorsement

Applicants applying by endorsement must have an active social work license in another jurisdiction. Please enclose a verification of the license either on a form completed by the out-of-state Board or a copy of the online license verification.

EMPLOYMENT CERTIFICATION: required for an application by endorsement

The enclosed employment certification form must be used by an applicant to document that she/he has been practicing social work at the level of licensure being applied for: Bachelors, Graduate, Certified / Advanced Generalist or Clinical. If additional forms are needed, you may photo copy this form. The upper portion is completed by the applicant and the lower portion completed by the Director **or** Personnel Officer, **ALL ITEMS MUST BE COMPLETED**. The employer should return the completed form to you. You may open it to determine if the employer completed the entire section.

RESUME: required for an application by endorsement

The applicant's resume should document a complete employment history. However, for licensing purposes, the resume must provide a detailed description of the applicant's most recent social work practice.

OFFICIAL ADDRESS OF RECORD:

All social work licensees should be aware that the mailing address provided to the Board is the official address of record to be kept in the Board's files and is considered part of a public record.

NOTIFICATION OF CHANGE IN NAME OR STREET ADDRESS OR EMAIL ADDRESS:

It is the responsibility of the applicant/licensee to notify the Board promptly of any change in contact information. For a change in address, postal and / or email, please use the form on the Board's website. For a change in name, please mail or fax a copy of legal documentation to the Board. The Board's newsletter and various notifications are sent to licensees using the email address. **PLEASE DO NOT CLICK THE 'UNSUBSCRIBE' LINK FROM AN EMAIL SENT FROM THE BOARD.**

USE OF DATES:

When a date is requested, please enter a date (month/day/year). Do NOT use the expression "to the present."

DOCUMENTATION:

All documentation and required forms must be mailed to the Board in one application packet. The applicant must use the forms currently in use by the Board and the forms must contain original signatures. The Board cannot accept copied or faxed documents. It is recommended that applicants keep copies of all the documentation and communications submitted to the Board.

DOCUMENTATION CONTAINING WHITE OUT OR CORRECTIONS WILL NOT BE ACCEPTED BY THE BOARD.

FEES:

A \$100.00 non-refundable application fee, payable to the Maryland Board of Social Work Examiners, by check or money order, is due with the application.

A \$75.00 initial licensing fee will be required when the application is approved for those applying by endorsement or after passing the examination for those applying by examination.

The Board will notify you when the fee is due.

DO NOT SEND THE \$75 FEE WITH THE APPLICATION FEE.

CJIS – CRIMINAL JUSTICE INFORMATION SYSTEM:
AND
CHRC – CRIMINAL HISTORY RECORDS CHECK:

I FOR APPLICANTS WHO RESIDE IN MARYLAND:

- 1) LIVESCAN PRE-REGISTRATION FORM – LOCATED ON THE NEXT PAGE
- 2) TAKE THIS FORM TO A FINGERPRINTING LOCATION IN MARYLAND
- 3) **DO NOT MAIL THIS FORM TO THE BOARD OF SOCIAL WORK**
- 4) **DO NOT SEND ANY RECEIPTS TO THE BOARD OF SOCIAL WORK**
- 5) THE BOARD RECEIVES THE CHRC ELECTRONICALLY AND DIRECTLY FROM CJIS

FOR FAST AND ACCURATE SERVICE

1. If you are requesting a background check for licensing purposes you must use the Maryland Board of Social Work Examiner' name and authorization numbers, listed below:

CJIS #1300005486 & FBI ORI – MD920513Z

2. If your background check is being sent to a government agency you may also need an ORI number.
3. You must bring a valid form of government identification. (Examples: driver's license, Certificate of Naturalization, passport, Alien Registration Card, or Military Identification)
4. Take the [Livescan Pre-registration Application](#) to any fingerprinting center.
5. Bring payment: major credit cards, checks, and money orders are accepted. Cash is not accepted at the State Operated Fingerprinting Centers.

Government Operated Services: The fee is \$30.00 for a full background check State and FBI.

Commercial Fingerprinting Services (Private Providers): The fee is \$30.00 plus an additional amount set by the private provider.

For a listing of providers, both State and Private please go to
<http://www.dpscs.maryland.gov/publicservs/fingerprint.shtml>

II FOR APPLICANTS WHO DO NOT RESIDE IN MARYLAND:

- 1) Send an Email message, Barbara Smothers, Licensing Coordinator
barbara.smothers@maryland.gov
- 2) Provide your legal name and mailing address.
- 3) A fingerprint card will be mailed to you with an envelope addressed to CJIS.
- 4) **DO NOT MAIL THE COMPLETED FINGERPRINT CARD TO THE BOARD**

DO NOT MAIL

THE FORM ON THE NEXT PAGE

TO THE BOARD

PRINT OUT THE FORM

COMPLETE IT

TAKE IT WITH YOU

TO A FINGER PRINTING PROVIDER

For a listing of providers, both State and Private please go to
<http://www.dpscs.maryland.gov/publicservs/fingerprint.shtml>



STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
CRIMINAL JUSTICE INFORMATION SYSTEMS - CENTRAL REPOSITORY

LIVESCAN PRE-REGISTRATION APPLICATION

APPLICANT INFORMATION (PLEASE TYPE OR PRINT CLEARLY)

Name

Date of Birth SSN Gender: Male Female (Please Check)

Height: ft. inches Weight lbs. Eye Color Hair Color

Race American Indian/ Alaska Native Asian Black/African American Native Hawaiian/Pacific Islander
 White Other (Please Check)

Place of Birth Citizenship

Current Address

City State Zip Code

Daytime Phone Evening Phone Driver's License

AGENCY INFORMATION

Agency Authorization #: 1300005486 Reason fingerprinted? Social Work License

ORI # (if required): MD920513Z

Position Applied for: N/A

Request Type: (Choose only one)

<input type="checkbox"/> Adult Dependent Care	<input type="checkbox"/> Government Licensing or Certification
<input type="checkbox"/> Attorney /Client	<input type="checkbox"/> Immigration / Visa
<input type="checkbox"/> Child Care	<input type="checkbox"/> Individual Challenge
<input type="checkbox"/> Criminal Justice	<input type="checkbox"/> Individual Review
<input type="checkbox"/> Gold Seal / Adoption	<input type="checkbox"/> MSP Licensing
<input type="checkbox"/> Gold Seal / Letter / Visa	<input type="checkbox"/> Private Party Petition
	<input type="checkbox"/> Public Housing

Mail Response to:

(Mailing option only available for Visa Gold Seal and /or Individual Review)

Name

Address

City State Zip Code



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<http://www.health.maryland.gov/bswe/>

Application For RELICENSURE Fee: \$100.00

- BY EXAMINATION
- Bachelor Social Worker (LBSW)
- BY ENDORSEMENT
- Master Social Worker (LMSW)
- Certified Social Work (LCSW)
- Certified Social Worker - Clinical (LCSW-C)

PERSONAL INFORMATION

Your **NAME** must be your **LEGAL NAME** and it will appear on all documents as listed below.

Last Name And Generational Indicator (JR., III etc.)

[Grid for Last Name and Generational Indicator]

First Name And Middle Name / Initial

[Grid for First Name and Middle Name / Initial]

Maiden Name

[Grid for Maiden Name]

Address Line One

[Grid for Address Line One]

Address Line Two (Apt #)

[Grid for Address Line Two]

City

[Grid for City]

State

[Grid for State]

Zip Code

[Grid for Zip Code]

[Grid for Zip Code]

Home Phone

[Grid for Home Phone]

Work Phone

[Grid for Work Phone]

Extension

[Grid for Extension]

Cell Phone

[Grid for Cell Phone]

Email Address (NOTIFICATIONS RE: STATUS OF APPLICATION WILL BE SENT BY EMAIL)

[Grid for Email Address]

[Grid for Email Address]

Date of Birth
mm / dd / yyyy

[Grid for Date of Birth]

Gender Male Female

Social Security #

[Grid for Social Security #]

Race / Ethnic Identification – Please check all that apply

Are you of Hispanic or Latin origin? Yes No

- American Indian/Alaska Native
- Asian
- Black/African American
- Native Hawaiian / Pacific Islander
- White
- Other

FOR OFFICE USE ONLY

Date Received: _____

Amount _____

Check/ Mo# _____

Relicensure By Ex End

Testing Service _____

Date of Exam _____

Exam Level _____

Applicant's Score _____

CHRC **POS** **NEG**

Date Received _____

Initials _____

INITIAL LICENSE FEE

Date Received _____

Amount _____

Check /MO # _____

License Number _____

Board Code

- 24
- 25
- 26
- 36

Date OTL _____

Date Ent. Lic DB _____

Date WC Mailed _____

BJJ BJJ LCB GJH

This side MUST be completed for license to be issued.

EDUCATION

Name on Official Transcript _____

Year BSW / MSW Obtained _____

College / University _____ State _____

LICENSES / REGISTRATIONS/ / CERTIFICATIONS HELD

License number , issuance and expiration date can be found on the Board's website

List ALL (Active, Inactive or Non-Renewed) HELD in ANY state including Maryland.

State	License Number	License Type	Issuance Date	Expiration Date	History of Discipline		FOR BOARD USE ONLY
					<input type="checkbox"/> Yes	<input type="checkbox"/> No	
					<input type="checkbox"/> Yes	<input type="checkbox"/> No	
					<input type="checkbox"/> Yes	<input type="checkbox"/> No	
					<input type="checkbox"/> Yes	<input type="checkbox"/> No	
					<input type="checkbox"/> Yes	<input type="checkbox"/> No	
					<input type="checkbox"/> Yes	<input type="checkbox"/> No	

ANSWER ALL QUESTIONS

*If question #4 is Yes- Please initiate the criminal history records checks as soon as possible.

FOR EACH QUESTION ANSWERED WITH A YES PLEASE ATTACH A DETAILED EXPLANATION.

FOR QUESTIONS # 4 ALSO PROVIDE A CERTIFIED COPY OF THE POLICE/COURT RECORD AND FINAL DISPOSITION.

<input type="checkbox"/> Yes	<input type="checkbox"/> No	1) Have you provided social work services while under the influence of alcohol, a narcotic, a controlled dangerous substance, or other drug that is in excess of prescribed amounts or without valid medical indication?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	2) Has any State Licensing or Disciplinary Board, or a comparable body in the Armed Services denied your application for licensure, reinstatement, renewal, or taken any action against your license, including but not limited to reprimand, suspension, or revocation?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	3) Have you ever voluntarily surrendered your license due to a violation of state licensing law(s)?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	4) Have you pled guilty to, nolo contendere to, been convicted of, or received probation before judgement for any criminal act excluding misdemeanor traffic violations? (Misdemeanor traffic violations include driving while under the influence of alcohol, while impaired by alcohol, or while impaired by a drug, or a combination drugs and therefore, do not need to be reported to the Board.)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	5) Has a claim for damages been awarded or settled against you resulting from a malpractice suit?

If any question is marked YES:

Did you submit the required documentation in a previous application

If yes, in what year _____ and please include, with this application, a copy of the documentation you previously submitted.

APPLICANT'S AFFIDAVIT

ALL FORMS / DOCUMENTATION MUST BE ORIGINALS

I do hereby affirm that all statements made herewith are true and correct to the best of my knowledge and belief. In addition, I have read section §19-302.2 Criminal History Records Check - CHRC (included in the instructions) and understand my rights and responsibilities regarding a CHRC. Furthermore, I voluntarily consent to a thorough review of my present and past employment and other activities for the purpose of verifying qualifications for licensure.

Date _____

Signature _____



MARYLAND BOARD OF SOCIAL WORK EXAMINERS

4201 Patterson Avenue, Baltimore. Maryland 21215

Phone#: 410-764-4788 Toll Free: 1-877-526-2541

<http://www.health.maryland.gov/bswe/>

EMPLOYMENT CERTIFICATION FORM FOR RE-LICENSURE

ONLY FOR APPLICATIONS BY ENDORSEMENT

THE FOLLOWING IS COMPLETED BY THE APPLICANT, THEN FORWARD TO THE EMPLOYER.

I am applying for Maryland Social Work license as a:

Application ID

- Licensed Bachelor Social Worker (LBSW)
- Licensed Master Social Worker (LMSW)
- Licensed Certified Social Worker "LCSW"
- Licensed Certified Social Worker - Clinical "LCSW-C"

Applicant's Name

Address City State Zip Code

Agency Name

Address

City State Zip Code

APPLICANT'S AFFIDAVIT

I do solemnly declare and affirm, under the penalties of perjury, the above information is true and correct.

Signature _____ Date

THE FOLLOWING SECTION IS TO BE COMPLETED BY THE EMPLOYER (PLEASE COMPLETE THE ENTIRE SECTION)

This section is to be completed by the Director or Personnel Officer at the agency where the applicant was employed.

I certify that the applicant, _____, is employed by the agency named above in the capacity of
(position held) _____

Dates of Employment in the practice of social work: From To

Is the social work practice clinical social work? Yes No (This question must be answered)

Name of person completing the form _____ Title _____

EMPLOYER'S AFFIDAVIT

I do solemnly declare and affirm, under the penalties of perjury, that the above statement(s) are true and correct.

Signature _____ Date Title

PLEASE RETURN THE COMPLETED FORM TO THE APPLICANT IN A SEALED ENVELOPE