

Documentation Checklist for Social Work Licensure

Applications are reviewed within six weeks of receipt, and in the order in which they are received. In the event your application is found to be incomplete or agency staff have questions regarding your application, a staff member will contact you with his or her question or regarding any missing or incomplete items. **Do not contact agency staff within this six-week period unless you are responding to an inquiry from staff.** In the event you have not heard from the agency within six weeks of submitting your application, you may contact agency staff, preferably via email, to check on the status of your application. Telephone calls and emails requesting a status update within the initial six-week review period only serve to increase application processing times for all applicants.

Below is a checklist of documentation that is required for social worker licensure. For more detailed information please visit the "[Applying For A License](#)" page.

All Applicants:

- Completed [Online Application](#)
- Application Fee. See [22 TAC 885.1](#) for a list of the fee amounts.
- Proof of Completion of [Texas Jurisprudence Exam for Social Workers](#)*
- Official ASWB score report for BSW, MSW, or CSW exam (ASWB sends these electronically) **
- Official Transcript showing conferral of degree—must be sent directly to board by university**
- [Self-query report from NPDB](#) (either a **certified** self-query report sent by email, or a printed one received in sealed envelope from NPDB)
- Proof of US citizenship or [SAVE](#) form, if applicant is not a US citizen

Additional Items Needed if Applicant Is Licensed in Another Jurisdiction:

- Official Verification of Licensure in other Jurisdiction sent to board by other state**
- Proof of completed supervised clinical experience submitted (LCSW only)**

The confirmation email you receive after submitting your online application includes a link to information on how to submit your fingerprints for the background check.

* These items should be uploaded as attachments to your online application.

** These items must come directly from the provider/issuer.