

REQUEST FOR INITIAL LICENSURE CHECKLIST**INTRODUCTION:**

This checklist is intended for **current applicants** who are requesting their initial license after having passed all required examinations for licensure. This checklist is provided for your reference; **do not submit this checklist to the Board**. See the [Overview of Licensure and Examination Process](#) and the step-by-step instructions for [In-State Applicants](#) and [Out-of-State Applicants](#) for more information. **If you have not already passed the required licensing examinations, do not use this checklist.** Refer to the Initial Application Checklist for an Application for Licensure as a Psychologist or the Application Checklist for CPLEE Request.

Mailing address of the Board of Psychology: 1625 North Market Blvd., N-215, Sacramento, CA 95834

SUBMIT THE FOLLOWING IN YOUR APPLICATION PACKET TO APPLY FOR INITIAL LICENSURE: **Application and Fee**

- Mail a completed Request for Initial Licensure form that is provided to you at the examination site after passing the CPLEE and a \$231 check payable to the California Board of Psychology. The application and fee must be submitted by mail.
- *Note: An application will not be assigned to the processing queue until the required fee is received.*

 Proof of Completion of Pre-Licensure Coursework Requirements

- Mail proof of completion to the Board.
- *Note: The requirements for proof of pre-licensure coursework vary. Refer to the Business and Professions Code and the California Code of Regulations for the specific requirements for each course. These were provided on the examination approval emails or on the step-by-step instructions page for [In-State Applicants](#) and [Out-of-State Applicants](#) on the Board's website.*

 Fingerprints

- Submit a set of fingerprints using the Live Scan service for licensure.
- See the [Fingerprint Procedures](#) page for the Live Scan form and information.
- Mail a copy of the completed Live Scan form to the Board at the above address.

Refer to the examination approval emails provided to you previously for any additional pending licensure requirements and submit them to the Board as instructed.

Delivery Information

If you would like to know more about whether the Board has received your documents, you will need to use a tracking service when mailing the documents to the Board. The Board will also send you a courtesy acknowledgment of receipt via email after each of your documents has been received for applications submitted with the required fee.