

**641—35.4(105) Licensure by verification.** Licensure by verification is available under the following circumstances.

**35.4(1) Eligibility.** A person may seek licensure by verification if the criteria in Iowa Code section 272C.12(1) are satisfied.

**35.4(2) Board application.** The applicant submits all of the following:

a. A completed application for licensure by verification.  
b. Payment of the appropriate fee or fees set forth in 641—Chapter 28.  
c. A verification form completed by the transferring jurisdiction and sent directly from the transferring jurisdiction to the board, verifying that the applicant's license, certificate, or registration in that jurisdiction complies with the conditions set forth in Iowa Code section 272C.12.

d. Proof of residency in the state of Iowa or proof of military member's official permanent change of station. Proof of residency may include:

- (1) A residential mortgage, lease, or rental agreement;
  - (2) A utility bill;
  - (3) A bank statement;
  - (4) A paycheck or pay stub;
  - (5) A property tax statement;
  - (6) A document issued by the federal or state government; or
  - (7) Any other board-approved document that reliably confirms Iowa residency.
- e. Proof of passing the applicable Iowa licensing examination.

f. Documentation of the applicant's complete criminal record in accordance with 641—paragraph 29.5(4) "c," including the applicant's personal statement regarding whether each offense directly relates to the practice of the profession.

g. Copies of any relevant disciplinary documents, if another issuing jurisdiction has taken disciplinary action against the applicant.

**35.4(3) Applicants with prior discipline.** If another issuing jurisdiction has taken disciplinary action against an applicant or if the applicant has a complaint, allegation, or investigation relating to unprofessional conduct pending before any regulating entity in another jurisdiction, the board will proceed according to Iowa Code section 272C.12(1) "f" and "g." A person whose license was revoked, or a person who voluntarily surrendered a license, in another issuing jurisdiction is ineligible for licensure by verification.

**35.4(4) Temporary licenses.** Applicants who satisfy all conditions for a license by verification under this rule, except for passing the applicable Iowa licensing examination, may be issued a temporary license in accordance with Iowa Code section 272C.12(3) "c." If the temporary license expires, the applicant may not practice until the applicant submits proof of passing the applicable Iowa licensing examination.

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