

Board of Examiners in Optometry

FAQ



What are the requirements to qualify for an Optometry license in the State of Alaska?

Application instructions are in the front of the application packet. For additional information, including education and experience requirements, you may review the statutes and regulations which are published on the website.

<http://www.commerce.state.ak.us/occ/popt.htm>

How do I change my address?

We will accept a fax, e-mail, or written notice that comes directly from the licensee or applicant. We cannot accept a telephone call for a change of address. Board mailing address: P.O. Box 110806, Juneau, AK 99811-0806; Fax: (907) 465-2974 or e-mail: license@alaska.gov If you would like to receive a duplicate license with your new address, you must submit a change of address form and the required fee payable to the State of Alaska.

How do I change my name?

To change your name, mail an original Certified True Copy of the legal document that reflects the name change OR download the Name Change Affidavit form from our web site (a copy of the legal document must accompany the change). The required fee is payable to the State of Alaska and must accompany the name change request. Board mailing address: P.O. Box 110806, Juneau, AK 99811-0806.

How do I get a “Certified True Copy”?

To obtain a Certified True Copy, take the original document and a photocopy to a notary public so he/she may compare the original to the photocopy of the document. Either the applicant or the notary must write, “I certify this to be a true copy of the original document” on the photocopy and attest to that fact by signing the document and having it notarized.

How do I verify my license to another agency?

Mail a written request to the Board of Examiners in Optometry. P.O. Box 110806, Juneau, AK 99811-0806 along with a \$20.00 money order or check made payable to the State of Alaska. Allow three weeks processing time from the date we receive your request.

How do I find a form?

Our website http://www.commerce.state.ak.us/occ/home_professional_lic.htm has the forms you will need under Important Links.

Can I submit scanned or faxed copies to complete my application?

No. Scanned or faxed documents are not acceptable.

Is my license record public information?

Yes, licensing records are public documents and available to members of the public upon written request and payment of copying fees. Information considered confidential and not releasable to the general public include social security numbers and other information considered confidential by state or federal law. Your address of record is public information and is displayed on the division's internet licensing search program. Licensees have expressed concern that their address is so readily available. Some licensees have elected to have a post office box or practice location for their official address of record to avoid having their residential address easily accessible. Please be advised that all notices from the Board (renewal notices, licenses, and other legal documents) will be mailed to the address of record provided.

When does my license lapse?

All licenses issued by the Board of Examiners in Optometry expire on December 31st of even-numbered years regardless of when issued, except new licenses issued within 90 days of the expiration date will be issued to the next biennium.

Do I have to pay the FULL renewal fee since I was just issued a permanent license within the past year?

No. Licensees who received a permanent license within one year of the current expiration date do have to renew but will pay only one-half of the renewal fee.

When will I receive my renewal notice?

Renewal notices are mailed at least 30 days before the expiration date to the address we have on file for you. If you have a change of address, don't wait until the last minute to give us that information, otherwise, your renewal notice may be delayed in getting to you. Failure to receive a renewal notice does not relieve a licensee from the responsibility of renewing a license on time.

How long does it take to process my application?

Plan 4 to 6 weeks for the application process. You can avoid delays by making sure you follow the directions and complete the application correctly. You must submit the correct fees and supporting documentation in the proper format. Source documents must come directly from the providers. In order for your application to be scheduled for review by the board at its next regularly scheduled meeting, a complete application for certification and all supporting documents, must be received by the division's Juneau office at least 30 days before the date of the next regularly scheduled meeting of the board.

Do you have another question?

Please send your questions to license@alaska.gov

