

Overview

Need to request an official transcript for your license application? The AAVSB is here to make the process easier! Before you get started, review jurisdictional license requirements using the AAVSB's [Regulatory Board Look-Up](#). Some jurisdictions and some license types may not require an official transcript. Some jurisdictions may require *additional* forms, along with a transcript or diploma. Before getting start, make sure you double check the requirements.

This guide will walk you through three key steps:

1. [Determining if the AAVSB can request your transcript for you](#)
2. [How to request your transcript](#)
3. [Where to send your transcript](#)

Ready to get started? Let's go!

Determining if you need to request your transcript

Did you select VAULT Basic? Then you are responsible for sending your transcript to all jurisdictions.

Did you select VAULT Premium? In most cases, the AAVSB can request or send a transcript on your behalf. However, there are some schools that do not allow the AAVSB to request a transcript on your behalf. In addition, there are some jurisdictions that do not accept transcripts that are on file with the AAVSB.

On the next page, you'll find a way to determine if you need to request your transcript, even if you are using VAULT Premium.

Continued on next page

Veterinary Programs

If you attended a school in Box A **-AND-** you are applying to a state in Box B, then you must request your transcript. Please note that Arizona, Missouri, and Washington ALWAYS require that you send a transcript, regardless of what school you attended.

BOX A: Schools that do not allow the AAVSB to request a transcript on your behalf

Veterinary Schools

- Cornell University
- Iowa State University
- Kansas State University
- Long Island University
- Louisiana State University- Baton Rouge
- Mississippi State University
- Midwestern University
- Oklahoma State University
- Ohio State University
- Oregon State University
- Purdue University
- Ross University
- St. George's University, Grenada
- University of Arizona
- University of Calgary
- University of California Davis
- University of Florida
- University of Illinois
- University of Montreal
- University of Tennessee
- University of Saskatchewan - Western College of Veterinary Medicine
- University of Winnipeg
- University of Wisconsin
- Washington State University

All schools outside of the US and Canada.

BOX B: States that do not accept transcripts via VAULT Premium

- Colorado
- Connecticut
- Delaware
- Hawaii
- Iowa
- Maine
- Michigan
- New Jersey
- New Mexico
- New York
- Pennsylvania
- Rhode Island
- South Dakota
- Utah
- Vermont

Veterinary technology programs are listed on the next page

Veterinary Technology Programs

Please note that the schools listed below are the schools the AAVSB has confirmed require alumni to submit their transcript requests. There may additional schools that we have not interacted with previously that do not allow the AAVSB to request transcripts. It's important to monitor your email for notifications from the VAULT team, who will notify you if we are unable to request your transcript.

If you attended a school in Box A **-AND-** you are applying to a state in Box B, then you must request your transcript. Please note that Arizona, Missouri, and Washington ALWAYS require that you send a transcript, regardless of what school you attended.

BOX A: School that do not allow the AAVSB to request a transcript on your behalf*

- Abraham Baldwin College
- Argosy University-Twin Cities
- Becker College
- Bel Rea Institute of Animal Technology
- Blue Ridge Community College
- Blue Ridge Community College Distance Learning
- Brown Mackie College – Cincinnati
- Brown Mackie College - Fort Wayne
- Brown Mackie College - Michigan City
- Brown Mackie College - South Bend
- California State Polytechnic University - San Luis Obispo
- Carrington College California - Pleasant Hill Campus
- Carrington College California - Sacramento Campus
- Carrington College California - Stockton Campus
- Columbus State Community College
- Connecticut State Community College – Norwalk
- City College – Hollywood
- Foothill College
- Fort Valley State University
- Front Range Community College

** These are the schools the AAVSB has confirmed that do not allow AAVSB requests. There may be additional schools that also do not allow requests by a third-party.*

BOX B: States that do not accept transcripts via VAULT Premium

- Colorado
- Connecticut
- Delaware
- Hawaii
- Iowa
- Maine
- Michigan
- New Jersey
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Veterinary Technology Programs cont.

BOX A: School that do not allow the AAVSB to request a transcript on your behalf*

- Genesee Community College
- Gwinnett Technical College
- Harcum College
- Harrison College - Northwest – Indianapolis
- Hinds Community College
- Joliet Junior College
- Kent State University-Trumbull
- LaGuardia Community College
- Long Island University
- Los Angeles Pierce College
- Madison College
- Medaille University – Buffalo
- Mercy University
- Mississippi State University - Vet Tech
- Mount San Antonio College
- Northern Virginia Community College
- Ogeechee Technical College
- Oklahoma State University – OKC
- Parkland College
- Penn Foster College
- Pensacola State College
- Piedmont Technical College
- Pittsburgh Career Institute
- Portland Community College
- Purdue University
- Quinnipiac University
- San Juan College Distance Education
- Sanford Brown College – Fenton
- Sanford Brown College - St Peters
- Sanford Brown College – Jacksonville
- Stanbridge University
- Stautzenberger College – Brecksville
- Stautzenberger College – Maumee
- Suffolk Community College
- Tidewater Community College
- Trident Technical College
- University of Maine at Augusta-Bangor Campus
- University of Massachusetts-Amherst (fka Mt. Ida)
- Vet Tech Institute at Bradford School – Columbus
- Vet Tech Institute at Hickey College
- Wilson College

BOX B: States that do not accept transcripts via VAULT Premium

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* These are the schools the AAVSB has confirmed that do not allow AAVSB requests. There may be additional schools that also do not allow requests by a third-party.

How to Request a Transcript

Not sure where to start? It might be as easy as searching “[School name] Transcript Request.” Your school’s website should guide you on where to request your transcript. Many schools use [Parchment](#) or [ClearingHouse](#) to process their transcript requests. You can find helpful tutorials on those services here:

[Parchment Guide](#)

[ClearingHouse Guide](#)

When requesting your transcript, use the information below to send your transcript via mail or email. For fastest processing, opt for sending electronic transcripts when possible.

Is your transcript on file with the AAVSB?

If you have not ordered a transcript to be sent to the AAVSB before, this is a great time to do it. The AAVSB can keep your transcript on file and when possible, send a digital version to any future boards. To send your transcript to the AAVSB request it be sent to: viva@aavsb.org or AAVSB, Attn: VAULT, 12101 W 110th St, Suite 300 Overland Park, KS, 66210 USA.

Where to Send Your Transcript

On the following pages are specific directions for each licensing board in the US and Canada.

Questions? Use the [Regulatory Board Look-Up](#) to find contact information for each board.

AAVSB Transcript Request Guide

Updated 7/6/2026

Board	Accepts transcripts via VAULT Premium?	How to Send	Email Address	Mailing Address
ALL CANADIAN JURISDICTIONS	Yes	Email or Mail	neb-bne@cvma-acmv.org	CVMA-NEB, 339 Booth St, Ottawa ON, Canada K1R 7K1
Alabama	Yes	Mail		Alabama State Board Of Veterinary Medical Examiners, 8100 Seaton Pl, Ste A, Montgomery AL, 36116
Alaska	Yes	Email or Mail	License@Alaska.Gov	Alaska Board of Veterinary Examiners, PO Box 110806, Juneau, AK 99811
Arizona	No	Email or Mail	licensing@vetboard.az.gov	Arizona State Veterinary Medical Examining Board, 1740 W. Adams St, Ste 4600, Phoenix, AZ 85007
Arkansas	Yes	Mail		Arkansas Dept of Agriculture Animal Health Division, 1 Natural Resources Drive Little Rock, AR 72205
California	Yes	Email	vmb@dca.ca.gov	
Colorado	No	Email	dora_dpo_licensing@state.co.us	
Connecticut	No	Email	dph.healingarts@ct.gov	
Delaware	No	Mail		Delaware Board of Veterinary Medicine, Cannon Building, Ste 203, 861 Silver Lake Blvd, Dover, DE 19904
District of Columbia	Yes	Email or Mail	dcbov@dc.gov	DC Board of Veterinary Medicine, 2201 Shannon Pl SE, 2nd FL, Washington, DC 20020.
Florida	Yes	Mail		Florida, Department of Business and Professional Regulation, 2601 Blair Stone Rd, Tallahassee, FL 32399-0783

AAVSB Transcript Request Guide

Updated 7/6/2026

Board	Accepts transcripts via VAULT Premium?	How to Send	Email Address	Mailing Address
Georgia	Yes	Email or Mail	PLB-Healthcare2@sos.ga.gov	Georgia Secretary of State, Professional Licensing Boards Division, 3920 Arkwright Rd, Ste 195, Macon, GA 31210
Hawaii	No	Mail		Hawaii Board of Veterinary Medicine, DCCA, PVL Licensing Branch, PO Box 3469, Honolulu, HI, 96801-3469
Idaho	Yes	Email or Mail	hp-licensing@dopl.idaho.gov	Idaho Board of Veterinary Medicine, 550 W State St, Boise ID 83702
Illinois	Yes	Mail		Illinois Department of Financial and Professional Regulation, ATTN: Division of Professional Regulation, P.O. Box 7007, Springfield, IL 62791
Indiana	Yes	Mail		Indiana Board of Veterinary Medicine, 1202 E 38th St, Discovery Hall, Ste 100, Indianapolis, IN, 46205-2898
Iowa	No	Mail		Iowa Board of Veterinary Medicine, Hoover Building, 1305 E. Walnut St, Des Moines, IA 50319
Kansas	Yes	Mail		Kansas Board of Veterinary Examiners, PO Box 379, Wamego, KS 66547-0379
Kentucky	Yes	Email or Mail	Vet@ky.gov	Kentucky Board of Veterinary Examiners, 4047 Iron Works Pkwy, Ste 104, Lexington, KY 40511
Louisiana	Yes	Email	admin@lsbvm.org	
Maine	No	Email	vetmed.lic@maine.gov	

AAVSB Transcript Request Guide

Updated 7/6/2026

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Maryland	Yes	Email or Mail	mda.veterinaryboard@maryland.gov	Maryland Department of Agriculture / Board of Veterinary Medical Examiners, 50 Harry S Truman Pkwy, Annapolis, MD 21401
Massachusetts	Yes	Email	VetMedBoard@mass.gov	
Michigan	No	Email or Mail	bpldata@michigan.gov	Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909
Minnesota	Yes	Email	vet.med@state.mn.us	
Mississippi	Yes	Mail		Mississippi Board of Veterinary Medicine, 1089D Stark Rd, Starkville, MS, 39759-3565
Missouri	No	Mail	-	Missouri Veterinary Medical Board, 3605 Missouri Blvd, P.O. Box 633, Jefferson City, MO 65102-0633
Montana	Yes	Mail		Montana Board of Veterinary Medicine, PO Box 200513, Helena, MT 59620-0513
Nebraska	Yes	Email or Mail	dhhs.medicaloffice@nebraska.gov	DHHS Licensure Unit, Attn: Veterinary, PO Box 94986, Lincoln NE 68509-4986
Nevada	Yes	Email or Mail	vetbdinfo@vetboard.nv.gov	Nevada State Board of Veterinary Medical Examiners, 4600 Kietzke Lane, Bldg. O, Ste 265, Reno, NV, 89502-5033
New Hampshire	Yes	Mail		NH Office of Professional Licensure & Certification, 7 Eagle Square, Concord, NH 03301
New Jersey	No	Email	VeterinaryMed@dca.njoag.gov	

AAVSB Transcript Request Guide

Updated 7/6/2026

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New Mexico	No	Mail		New Mexico Board of Veterinary Medicine 7301 Jefferson Street, N.E., Suite H Albuquerque, NM 87109-4363
New York	No	Mail		New York State Education Department, Office of the Professions, Division of Professional Licensing Services, Veterinary Medicine Unit, 89 Washington Avenue, Albany, NY 12234-1000
North Carolina	Yes	Email or Mail	bjoyner@ncvmb.org	North Carolina Veterinary Medical Board, 1611 Jones Franklin Rd., Suite 106, Raleigh, NC 27606
North Dakota	Yes	Mail		North Dakota Board of Veterinary Medical Examiners, PO Box 328, Lisbon, ND 58054
Ohio	Yes	Email or Mail	info@ovmlb.ohio.gov	Ohio Veterinary Medical Licensing Board, 77 S. High St. 16th Floor, Columbus, OH 43215
Oklahoma	Yes	Mail		Oklahoma State Board of Veterinary Medical Examiners, 2920 N Lincoln Blvd Ste C, Oklahoma City, OK 73105
Oregon	Yes	Email	ovmeb.info@ovmeb.oregon.gov	
Pennsylvania	No	Email	st-veterinary@pa.gov	
Puerto Rico	Yes	Mail		Puerto Rico Board of Veterinary Medical Examiners, PO Box 10200, Santurce, PR, 00908-0200

AAVSB Transcript Request Guide

Updated 7/6/2026

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Rhode Island	No	Mail		Rhode Island Board of Examiners in Veterinary Medicine, Room 205, 3 Capitol Hill Providence, RI 02908-5097
South Carolina	Yes	Email or Mail	contact.vetboard@llr.sc.gov	South Carolina Board of Veterinary Medical Examiners, PO Box 11329, Columbia, SC, 29211-1329
South Dakota	No	Email or Mail	aibmail@state.sd.us	South Dakota Board of Veterinary Medical Examiners, 411 South Fort St, Pierre, SD, 57501-4503
Tennessee	Yes	Mail		Tennessee Board of Veterinary Medical Examiners, 665 Mainstream Dr, Nashville, TN 37243
Texas	Yes	Email or Mail	licensing@veterinary.texas.gov	Texas Board of Veterinary Medical Examiners, 1801 N. Congress, Ste 8.800, Austin, TX, 78701-1319
Utah	No	Mail		Utah Veterinary Physician Licensing Board, Div of Occupational and Prof Licensing, PO Box 146741, Salt Lake City, UT, 84114-6741
Vermont	No	Email or Mail	SOS.OPRLicensing2@vermont.gov	Vermont Board of Veterinary Medicine, 89 Main Street, Third Floor, Montpelier, VT, 05620-3402
Virgin Islands	No	Email or Mail	boardofveterinary@doh.vi.gov	Virgin Islands Board of Veterinary Medicine, PO Box 222995, Christiansted, VI, 00822-2995
Virginia	Yes	Email or Mail	vetbd@dhp.virginia.gov	Virginia Board of Veterinary Medicine, 9960 Mayland Dr, Ste 300, Henrico, VA, 23233-1463

AAVSB Transcript Request Guide

Updated 7/6/2026

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Washington	No	Email or Mail	VetApplication@doh.wa.gov	Department of Health, Veterinary Board of Governors, PO Box 47877, Olympia, WA 98504-7877
West Virginia	Yes	Email or Mail	wvbvm@wv.gov	West Virginia Board of Veterinary Medicine, 5509 Big Tyler Road, Ste 3, Cross Lanes, WV 25313
Wisconsin	Yes	Email or Mail	datcpveb@wisconsin.gov	Wisconsin Veterinary Examining Board, DATCP, PO Box 8911, Madison, WI, 53708-8911
Wyoming	Yes	Email or Mail	shelby.hood2@wyo.gov	Wyoming Board of Veterinary Medicine, 2001 Capitol Ave, Room 127, Cheyenne, WY, 82002-3643