

## RECORD RETRIEVAL INSTRUCTIONS

If you require documentation related to your social work licensure for an out-of-state application, renewal, or personal records, the Maryland Board of Social Work Examiners (the Board) is happy to assist.

To facilitate access to your licensing records, please carefully review the following instructions and details regarding record retrieval, additional requests, and license verification. These guidelines will help ensure your documentation is processed efficiently.

### **1. RECORD RETRIEVAL**

A copy of pertinent documents submitted for your LBSW, LMSW, LCSW, LCSW-C license(s) may be sent to the social worker and to an out-of-state Board upon request. A social worker may also request a copy of their renewal application. If the Board no longer has the application on file, the Board will generate a letter confirming the licensing requirements at the time your license was issued. *There is a \$30 record retrieval fee.*

### **2. ADDITIONAL INFORMATION**

Please indicate the name of the out-of-state Licensing Board. Please indicate if you want the Record retrieval sent directly to the out-of-state Board **or** mailed to you in a sealed envelope. You will receive a copy of the documents as well. If your personal information (postal address, phone numbers, email address) is different from what is on file with the Board, your electronic licensee record will be revised.

### **3. LICENSE VERIFICATION**

If you are seeking a License Verification, please see this link [\*\*License Verification\*\*](#). This link will allow you to print a copy of your license with an official seal. Most out-of-state Boards will accept this license verification. As such, you do not need a record retrieval and do not need to pay the \$30 fee.

## REQUEST FOR RECORD RETRIEVAL

 LBSW    LMSW    LCSW    LCSW-C**\$30 fee**  Credit  Check

License Number

Expiration Date

### PERSONAL INFORMATION

Full name:

 *Last*    *First*    *M.I.*

Address:

 *Street address*    *Apt/Unit #*Phone:  *City*    *State*    *Zip Code*Email: 

### SEND TO THIS BOARD

Name: Address: City  
State  
Zip  
Code: Email: Please send the Record Retrieval directly to the out-of-state board(s): Please send the Record Retrieval directly to me in a sealed envelope: Signature:  Date: 

### PAY BY CREDIT CARD:

1. To pay the non-refundable \$30 fee, [click>Pay Now](#)

\*Tip: Right-click on the receipt & print as PDF (you will need to send to the Board)



2. Save COPY OF FORM and RECEIPT as PDFs

3. Email both PDFs directly to the following Board Staff Members:

[Kellie.Peay@maryland.gov](mailto:Kellie.Peay@maryland.gov) & [Jacqueline.Monroe-Moore2@maryland.gov](mailto:Jacqueline.Monroe-Moore2@maryland.gov)

Subject line: **Record Retrieval Request**

### PAY BY CHECK:

1. Send a \$30 check payable to Maryland Board of Social Work Examiners along with the completed & signed application to: **MD Board of Social Work Examiners, 4201 Patterson Ave., 3<sup>rd</sup> Floor, Baltimore MD 21215**