



# MARYLAND Department of Health

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## MARYLAND BOARD OF SOCIAL WORK EXAMINERS

4201 Patterson Avenue,  
Baltimore, Maryland 21215  
Website: <http://www.health.maryland.gov/bswe>

Phone Number: 410-764-4788  
Toll Free: 1-877-526-2541  
Fax: 410-358-2469

### **RECORD RETRIEVAL INSTRUCTIONS**

**Before you submit a request or payment for record retrieval, we strongly recommend contacting your out-of-state Board to verify if your Maryland licensing records are actually required.** Many jurisdictions only require a license verification which can be obtained through our primary source verification link: **License Verification**. This tool allows you to print an official copy of your license featuring a seal. Because most out-of-state Boards accept this verification, you may be able to avoid the record retrieval process and the associated \$30 fee.

#### **What is a Record Retrieval?**

By submitting a record retrieval application and the required \$30 fee, you can have your licensing documentation forwarded to an out-of-state licensing Board. The provided records typically consist of your initial application, official transcripts, resume, score reports, and supervision verification forms. Again, please verify with the out-of-state Board that a record retrieval is absolutely necessary.

#### **1. RECORD RETRIEVAL**

A copy of pertinent documents submitted for your LBSW, LMSW, LCSW, LCSW-C license(s) may be sent to you and to an out-of-state Board upon request. You may also request a copy of your 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. You must complete the application and pay the \$30 fee. Please note: the Board has 60 days to complete these requests.

#### **2. ADDITIONAL INFORMATION FOR THE APPLICATION**

To complete the application, all fields must be filled out. You must specify the name of the out-of-state Licensing Board and indicate your delivery preference: having the record retrieval sent directly to the out-of-state Board or receiving it via a sealed envelope through the mail. **Electronic delivery is the preferred method.** If choosing this option, you must provide the exact email address that the out-of-state Board uses for record submission. Regardless of the delivery method chosen for the Board, a copy of the documentation will be provided to you electronically.

Please be aware that if the personal details you provide—such as your email, phone number, or mailing address—do not match the information currently on file, the Board will update your electronic license record accordingly.

## REQUEST FOR RECORD RETRIEVAL

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LBSW    LMSW    LCSW    LCSW-C

**\$30 fee**    Credit    Check

License Number

Expiration Date

### PERSONAL INFORMATION

Full name:

Last	First	M.I.
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Address:

Street address	Apt/Unit #
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Phone:

Email:

City	State	Zip Code
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### 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:

- 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)
- Save COPY OF FORM and RECEIPT as PDFs
- 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:

- 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