


## Steps to Obtaining a Veterinary Assistant Controlled Substance Permit (VACSP)

Step 1	Review the VACSP instructions and sample application prior to applying for the VACSP. They can be accessed here: <a href="http://www.vmb.ca.gov/forms_pubs/vacsp_app.pdf">http://www.vmb.ca.gov/forms_pubs/vacsp_app.pdf</a>
Step 2	Go to the California Veterinary Medical Board website ( <a href="http://www.vmb.ca.gov">www.vmb.ca.gov</a> ) and click on the “BreEZe” icon on the home page. The icon looks like this -----> 
Step 3	Once on the BreEZe webpage, select “BreEZe Registration” in the New Users section in the lower right hand corner. Register as a user to gain login access to BreEZe.
Step 4	Once you have logged into BreEZe, find the “Applications” section and from the drop-down menus select “Veterinary Medical Board” and “Veterinary Assistant Controlled Substance Permit Initial Application”.
Step 5	<p>Read the instructions and click “Agree” before completing the online application. The application will require you to upload a photo of yourself and any additional information that may be applicable to you.</p> <p>If you currently have a Licensee Manager Supervisor, you may indicate that on the online application and attach the Supervisor Forms with your online application if your Supervisor has completed and signed the Forms. (See Step 7 for information about the forms).</p> <p>Once completed, review your application before proceeding to payment. You will be prompted to pay for the permit by credit card at the end of the BreEZe online application.</p>
Step 6	<p>Obtain LiveScan fingerprints. A searchable database of LiveScan locations can be accessed at: <a href="https://oag.ca.gov/fingerprints/locations">https://oag.ca.gov/fingerprints/locations</a></p> <p><a href="http://www.vmb.ca.gov/forms_pubs/vacsp_livescan.pdf">The Request for LiveScan application can be found on the Board’s website at: http://www.vmb.ca.gov/forms_pubs/vacsp_livescan.pdf</a></p> <p>Take the LiveScan form with you and tell the LiveScan technician that you are getting fingerprinted for the Veterinary Assistant Controlled Substances Permit (VACSP).</p>
Step 7	<p>If you did not already submit the Licensee Manager forms when online using BreEZe, once the VMB has mailed you your permit, notify the Licensee Manager of the veterinary practice where you work that he or she must complete and submit two forms to the VMB. The forms can be accessed on the VMB website (<a href="http://www.vmb.ca.gov/applicants/forms.shtml#vacsp_mgl">http://www.vmb.ca.gov/applicants/forms.shtml#vacsp_mgl</a>) in the “Applicant” section under “Applicant Forms”. The forms are:</p> <ol style="list-style-type: none"> <li>1) <a href="#">Veterinary Assistant Controlled Substances Permit Holder/Licensee Manager Agreement</a></li> <li>2) <a href="#">Licensee Manager Acknowledgement</a></li> </ol>

Completed forms must be mailed, faxed or emailed to the VMB:

Veterinary Medical Board  
1747 N. Market Boulevard, Suite 230  
Sacramento, California 95834-2987  
Phone: (916) 515-5220  
Licensing Fax: (916) 928-6849  
email: [vmb@dca.ca.gov](mailto:vmb@dca.ca.gov)