

GOVERNMENT OF THE DISTRICT OF COLUMBIA

OCCUPATIONAL AND PROFESSIONAL LICENSING ADMINISTRATION

BOXING AND WRESTLING COMMISSION



APPLICATION AND INSTRUCTION FORMS For The DC Boxing and Wrestling Commission

Your interest in becoming licensed with The DC Boxing and Wrestling Commission in the District of Columbia is welcome. We look forward to providing expedient and professional service. However, the quality of our service is dependent on the completeness of your application. Please read the instructions carefully. All fees are earned when paid, and cannot be transferred or refunded except as specified in these instructions.

This package contains the forms to apply for a license with the DC Boxing and Wrestling Commission. Follow the instructions provided below and complete all sections. If you require more space for work experience or need to provide explanations for screening questions, attach typed responses to the form.

THE APPLICATION PROCESS

Upon submission of the required application documents, the District of Columbia Occupational and Professional Licensing Administration Boxing and Wrestling Commission will review your application. Upon *initial* approval of your application, you will be issued a license to practice in the District of Columbia.

If you submit an application that is incomplete or otherwise deficient, Pearson VUE's processing staff will notify you of the deficiencies.

WHERE TO FILE

All applications, supporting documents and fees for a Boxer, Promoter, Apprenticeship Position, Manager, Amateur Boxing and a Seconds must be submitted directly to the D.C. Boxing Commission located at:

Occupational and Professional Licensing Administration
941 North Capitol Street, N.E.
Suite 7200
Washington, D.C. 2002
Attn: Sheldon Brown

All applications, supporting documents and fees for an Inspector, Referee, Judge, Timekeeper, Matchmaker, Boxing and Wrestling Physician, Ring Announcer, Wrestler, and Kickboxer should be mailed directly to address below:

Pearson VUE
Department DC - BX
8201 Corporate Drive
Metro-Plex II, Suite 400
Landover, MD 20785

If you have any questions, call Pearson VUE's **toll-free** Customer Service line at 1-877-672-2175 between 8:00 a.m. and 5:00 p.m. EST Monday through Friday. Please read these instructions carefully to facilitate prompt processing of your application. Illegible applications submitted without required notarization or with incorrect fees will be returned in their entirety, including fees. Please print or type all information except signatures.

License Applications

All pending applications will become invalid after 90 days if the application has not been completed due to failure to submit required materials. Should the applicant wish to pursue license after that time, she/he must submit and pay the required fee once again.

GENERAL REQUIREMENTS FOR LICENSURE

All applicants applying for license in the District of Columbia shall meet the following requirements:

1. Applicant must be at least 18 years of age; (See Sections 2003.2)
2. Applicant must not have been convicted of a crime *or moral turpitude* which bears directly on the applicant's fitness to be LICENSED; and
3. Applicant must submit a complete and notarized application, including required supporting documents and TOTAL fees; and
4. Two passport-type photos (identical) plain background, front view fade-proof, two by two in size, along with your application form. Applicant's name must be printed on the back. Home snapshots or computer pictures are not acceptable. Applicant will also need to submit a legible copy of an official photo ID, such as your valid driver license, as proof of identity. Questionable matches may require further verification prior to licensure.

Requirements by License Type

In addition to the general requirements above each applicant must complete the following:

Professional Boxer

- General Requirements (Refer to General Requirements For Licensure on Page 2)
- Waiver Form for 18 years and younger
- Medical – copy of health records (See Section 2005.3)

Professional Wrestler

- General Requirements (Refer to General Requirements For Licensure on Page 2)
- Medical – copy of health records (See Section 2005.3)

Professional Kickboxer

- General Requirements (Refer to General Requirements For Licensure on Page 2)
- Medical – copy of health records (See Section 2005.3)

Amateur Boxer

- General Requirements (Refer to General Requirements For Licensure on Page 2)
- Submit a certificate of consent signed by the applicant's parents or legal guardian if the applicant is under the age of 18. (Age Waiver Form)
- Submit a statement from the organization for which the applicant will compete as a contestant, that the applicant is a member of that organization.
- Proof that the applicant is registered and in good standing with the U.S. Amateur Boxing Federation.

Manager

- General Requirements (Refer to General Requirements For Licensure on Page 2)
(A contestant who manages his/her own affairs is not required to obtain a Manager's license.)

Promoter

- General Requirements (Refer to General Requirements For Licensure on Page 2)
- If the applicant is a corporation, submit the names and street addresses of its directors, officers, and resident agent.
- If the applicant is a partnership or joint venture, submit the names and addresses of each partner or joint venture. If the partner or joint venture is a corporation, submit the names and street addresses of each director, officer, and the resident agent of the partner or joint venture.

- If the applicant is an unincorporated association, the names and street addresses of all trustees and managing directors of the applicant must be submitted.
- If incorporated you must file with the Corporation Division and receive a letter of good standing.
- A Signed Affidavit that the principal officer has not been convicted of felony or misdemeanor involving fraud. (See Section 2009.2)

Note: An applicant is not eligible for a license as a Promoter if the applicant has been convicted of a misdemeanor within five (5) years or a felony within ten (10) years preceding the date of the application.

Seconds

- General Requirements (Refer to General Requirements For Licensure on Page 2)
- Submit the name of the applicant's employer. (See Section 2010.3)

Matchmaker

- General Requirements (Refer to General Requirements For Licensure on Page 2)
- Proof that the matchmaker is employed by a Promoter licensed in DC. (See Section 2011.2)

Referee

- General Requirements (Refer to General Requirements For Licensure on Page 2)
- Proof of experience at the amateur levels
- Pass a written or oral examination administered by the Commission, which tests an applicant's knowledge of the rules governing events.
- Pass a medical examination conducted by a licensed physician approved by the Commission.
- Submit in a sealed envelope a complete physical including EKG, Ophthalmology test results.

Time Keeper

- General Requirements (Refer to General Requirements For Licensure on Page 2)
- Proof of experience at the amateur levels
- Pass a written or oral examination administered by the Commission, which tests an applicant's knowledge of the rules governing event.

Inspector

- General Requirements (Refer to General Requirements For Licensure on Page 2)
- Proof of experience at the amateur levels
- Pass a written or oral examination administered by the Commission, which tests an applicant's knowledge of the rules governing events.

Physician

- General Requirements (Refer to General Requirements For Licensure on Page 2)
- Proof of completing an apprenticeship under physician license by the commission
- Submit a written recommendation from the chief physician concerning the applicant's qualifications.
- Proof that the applicant is licensed to practice medicine in the District of Columbia and is in good standing.
- Statement of the education & professional experience of the applicant. (See Section 2015.6(b))

Judge

- General Requirements (Refer to General Requirements For Licensure on Page 2)
- Proof of experience at the amateur levels
- Pass a written or oral examination administered by the Commission, which tests an applicant's knowledge of the rules governing events.
- Submit in a sealed envelope an Ophthalmology test results.

Announcer

- General Requirements (Refer to General Requirements For Licensure on Page 2)
- Apprenticeship (6 month to 2 years)

COMPLETING THE APPLICATION

Section 1. Requested Type / Fees

- a. The methods for becoming licensed in the District of Columbia are outlined below. The one letter code/abbreviation for each origin is also indicated. Please check the correct origin code/method box under the “**Method (Origin) of Application**” header in Section 1 of your new registration application.
- b. The abbreviation for the license type and description for which you are applying are already pre-printed for you on the application. Please write in the correct amount and total enclosed in section 1. Select from the amount listed in the table below.

License Abbreviation	License Description	Possible Method (Origin) of Application	Application Fee	License Fee	Total Fee
BOX	Professional Boxer	Experience/Application	\$25	\$25	\$50.00
WR	Professional Wrestler	Experience/Application	\$65	\$45	\$110.00
AB	Amateur Boxer	Other	\$5	\$2	\$7.00
KB	Professional Kickboxer	Experience/Application	\$65	\$20	\$85.00
IN	Inspector	Exam/Reciprocity	\$65	\$45	\$110.00
MA	Matchmaker	Experience/Application	\$65	\$45	\$110.00
BP	Boxer/ Wrestler Physician	Experience/Application	\$65	\$45	\$110.00
MG	Manager	Experience/Application	\$65	\$45	\$110.00
SE	Second	Experience/Application	\$25	\$25	\$50.00
TK	Timekeeper	Exam/Reciprocity	\$65	\$45	\$110.00
JU	Judge	Exam/Reciprocity	\$65	\$45	\$110.00
RF	Referee	Exam/Reciprocity	\$65	\$45	\$110.00
AN	Announcer	Experience/Application	\$65	\$45	\$110.00
PR	Promoter	Experience/Application	\$65	\$65	\$130.00
APP	Apprenticeship	Experience/Application	\$25	\$25	\$50.00

- c. You may pay the application and license fees (see table above) with a single check or money order. It is recommended that you pay by check. Checks or money orders should be made payable to **Pearson VUE** and must be submitted with your application packet. Do **NOT** send cash.

The application fee is **NON** refundable. The license fee is refundable in the event of final denial of a license or a request from an applicant to close the application. In the later event, you will have to file all documents again, should you subsequently decide to apply for license. It will take approximately six (6) weeks after denial or withdrawal for you to receive your refund. For your information, the application and license fee portions of each application method are listed above.

All license types for The DC Boxing and Wrestling Commission expire on March 31 of even numbered years. Your initial license will be valid for the balance of the current renewal cycle. You will be mailed a renewal notice (to your address of record) approximately three (3) months before the expiration of your license. Upon completion of the renewal form and payment of the renewal fee, your license will be renewed for a two-year period. You are required by regulation to report all changes of your business or residence address to Pearson VUE on behalf of the Commission within five (5) days of the change. Pearson VUE will update the address change in your database record. Requests for address change should be made via a letter. Send the letter to Pearson VUE at the address noted on page one (1). Without an updated address, you may not receive your renewal notice.

Section 2. Applicant Name / Demographic Information

Enter your full legal name exactly as it should appear on your certificate and license. Due to an amendment to the D.C. laws (DC Law 13-269 – “Child Support and Welfare Reform Compliance Amendment Act of 2000,” effective March 31, 2001), the Department of Consumer and Regulatory Affairs is now required to collect and maintain Social Security Numbers in applicants files. All applicants must be at least 18 years of age.

Section 3. Previous Names

List any other names you have used in the past on the lines provided. If your name has changed at any point since you first attended a college, university, professional, or trade school, you must provide a copy of a legal name change document for EACH time that it has changed. Acceptable documents include a marriage certificate, divorce decree, or court order. (See Section 2022 for Passports)

Sections 4A. & B. Home Address/Business Address

Include both your home and business addresses in the sections provided. P.O. Box addresses are not acceptable. You are required by regulation to report all changes of your business or residence address to Pearson VUE on behalf of the Commission within five (5) days of the change. Failure of a licensee to receive a renewal notice does not relieve the holder of the responsibility of renewing the license. Should you fail to advise Pearson VUE of your current addresses, you may not receive your renewal notice.

Section 4C. Preferred Mailing Address

Place an “X” in the appropriate box to indicate your preferred mailing address. This will be the address to which all future licensing documents will be mailed. Regardless of the preferred mailing address you may designate, the address that will appear on your License is your home address.

Section 5A. Professional/Trade Schools Attended/Apprentice Training

List all schools that you have attended (including Professional and Trade schools) in reverse chronological order, beginning with the most recent at the top.

Section 5B. Work Experience

List all experience since graduation from college or university, in reverse chronological order, beginning with the most recent.

Section 5C. Professional Registrations or Licenses in Other States / Jurisdictions

List the type of license and the name of the state where you hold that license. Also submit a letter of good standing from each state.

Section 6. Screening Questions

If you answer NO to question A or “Yes” to questions B through I, please provide a complete explanation on a separate sheet of paper. If more space is required to fully answer questions, attach additional sheets with typed responses. No Licensee shall allow his or her license to be used by another person under any circumstances. False or misleading statements or misuse of license will be cause for disciplinary action and could be cause for criminal prosecution pursuant to DC laws.

Section 7. Applicant Affidavit

The application must be signed by the applicant and notarized. However, the notary does not have to be a District of Columbia notary.

Section 8. Sponsor’s Affidavit

This section is not applicable for a boxing/wrestling (or related) license.

Section 9. Supporting Documents Required

The required supporting documents are listed in this section. Place an "X" in the "YES" box for each item you have included with your application package or requested to be sent under separate cover to Pearson VUE on behalf of the Boxing and Wrestling Commission

Place an "X" in the "NO" box for each item that does not apply for the License type for which you are applying. Keep a photocopy of all supporting documents for your records.

SUMMARY OF APPLICATION REQUIREMENTS

On this page is a chart showing the application submission requirements for all application methods. The laws governing Boxing/ Wrestling are noted between these instructions and the law and regulations is inadvertent. The law takes precedence in the event of any inadvertent conflict. Please contact the Occupational and Professional Licensing Administration/ Boxing/ Wrestling Commission at (202) 442-4472 (Sheldon Brown). If you have any questions regarding the interpretation of these laws as they pertain to your particular situation.

ADDITIONAL APPLICATION FORMS

If you need additional copies of this application package you may visit **Pearson VUE's website** at **www.pearsonvue.com** or call Pearson VUE's Customer Service number at number at **877-672-2175**. The form numbers that make up this package are:

6809-62 Boxing/ Wrestling, New License Application
6809-61 Boxing/ Wrestling, New License Instructions

SUMMARY OF BOXING/ WRESTLING LICENSE REQUIREMENTS

License Description	License Prefix Type	Application Method	Notarized License Application Form	Two 2" x 2" Photos	Copy of a Current Government Issued Photo I.D.	Check or Money Order ³
Professional Boxer	BOX	Other	X	X	X	\$50.00
Professional Wrestler	WR	Other	X	X	X	\$110.00
Amateur Boxer	AB	Other	X	X	X	\$7.00
Apprentice	APP	Other	X	X	X	\$50.00
Professional Kickboxer	KB	Other	X	X	X	\$110.00
Inspector	IN	Exam/Other	X	X	X	\$110.00
Matchmaker	MA	Other	X	X	X	\$110.00
Box/Wres Physician	BP	Other	X	X	X	\$110.00
Manager	MG	Other	X	X	X	\$110.00
Second	SE	Other	X	X	X	\$50.00
Timekeeper	TK	Exam/Other	X	X	X	\$110.00
Judge	JU	Exam/Other	X	X	X	\$110.00
Referee	RF	Exam/Other	X	X	X	\$110.00
Announcer	AN	Other	X	X	X	\$110.00
Promoter	PR	Other	X	X	X	\$130.00

X = Required

O = Not required