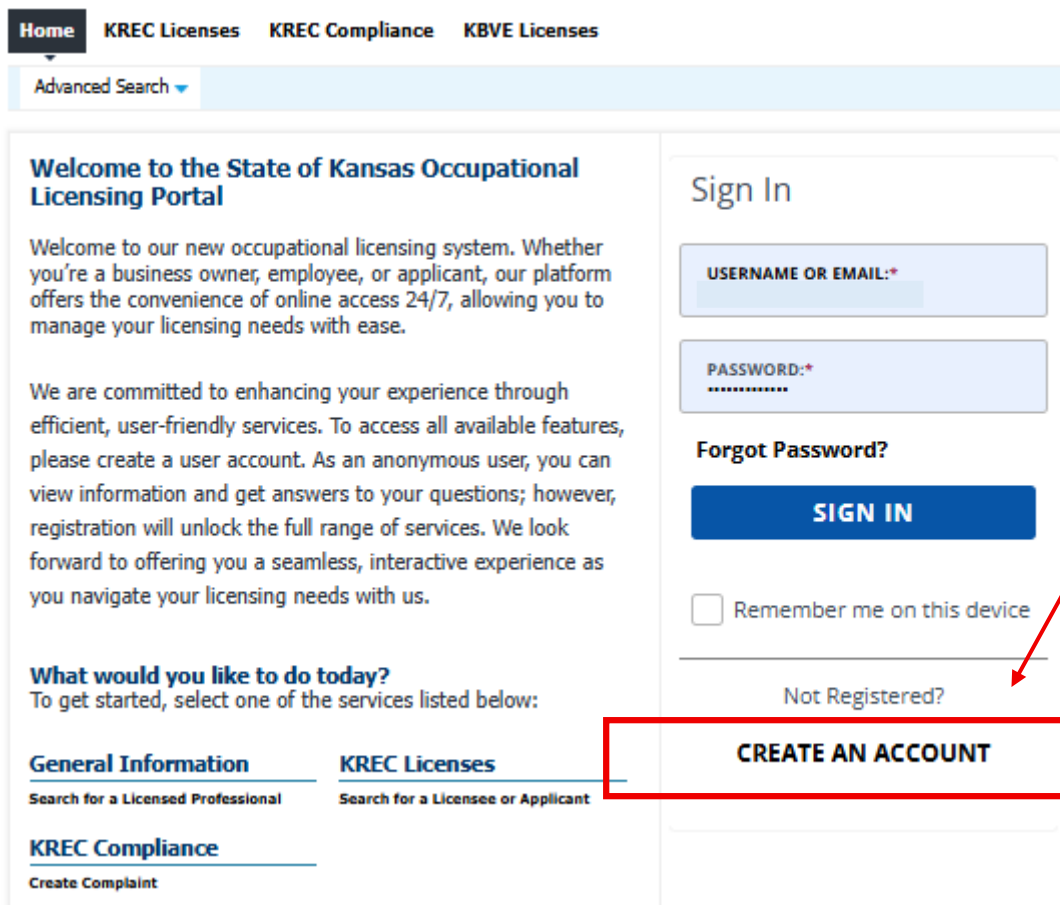


How to Complete a Veterinarian Institutional License (VIL) for New Applicants

If you have never had a **Veterinarian Institutional License**, please follow the instructions below to **Create an Account** and then **Complete a Veterinarian Institutional License (VIL)**.

How to Create an Account

1. Please click on this link: [Kansas Enterprise Licensing Portal](#)
2. Click **CREATE AN ACCOUNT**



Home KREC Licenses KREC Compliance KBVE Licenses

Advanced Search

Welcome to the State of Kansas Occupational Licensing Portal

Welcome to our new occupational licensing system. Whether you're a business owner, employee, or applicant, our platform offers the convenience of online access 24/7, allowing you to manage your licensing needs with ease.

We are committed to enhancing your experience through efficient, user-friendly services. To access all available features, please create a user account. As an anonymous user, you can view information and get answers to your questions; however, registration will unlock the full range of services. We look forward to offering you a seamless, interactive experience as you navigate your licensing needs with us.

What would you like to do today?

To get started, select one of the services listed below:

- [General Information](#)
Search for a Licensed Professional
- [KREC Licenses](#)
Search for a Licensee or Applicant
- [KREC Compliance](#)
Create Complaint

Sign In

USERNAME OR EMAIL:*

PASSWORD:*

Forgot Password?

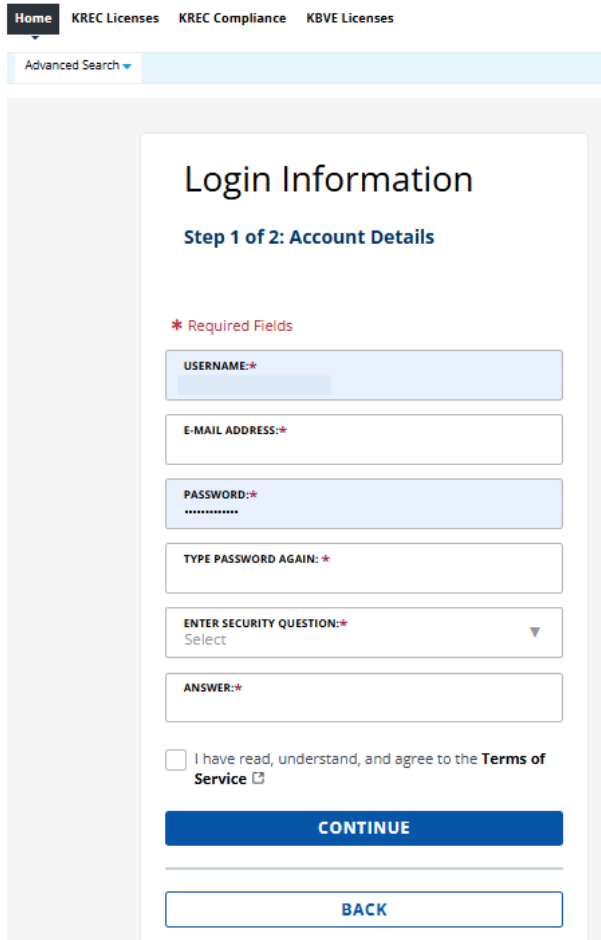
SIGN IN

Remember me on this device

Not Registered?

CREATE AN ACCOUNT

3. Make sure to fill out the required fields (those in * red asterisks)

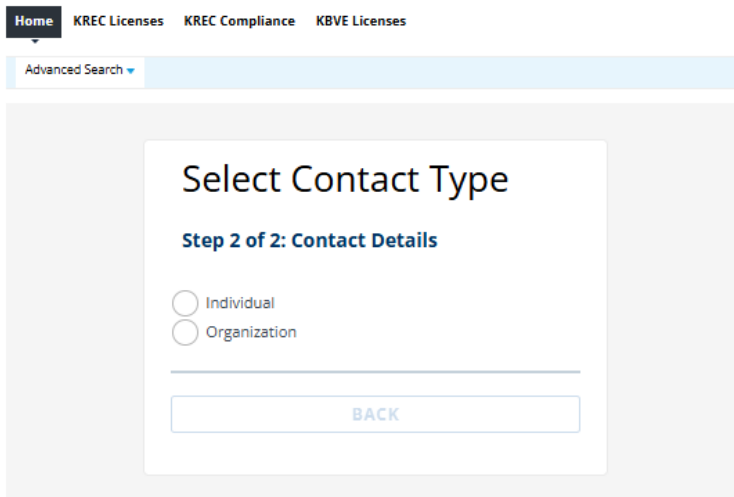


The screenshot shows a web form titled "Login Information" with the subtitle "Step 1 of 2: Account Details". At the top left, there is a navigation menu with "Home", "KREC Licenses", "KREC Compliance", and "KBVE Licenses". Below the menu is a search bar labeled "Advanced Search". The form itself is centered and contains several input fields, each with a red asterisk indicating it is required:

- USERNAME:*
- E-MAIL ADDRESS:*
- PASSWORD:*
- TYPE PASSWORD AGAIN: *
- ENTER SECURITY QUESTION:*
- ANSWER:*

Below the security question field, there is a checkbox with the text "I have read, understand, and agree to the Terms of Service" and a small icon of a document. At the bottom of the form are two buttons: a blue "CONTINUE" button and a white "BACK" button with a blue border.

4. Select Contact Type.

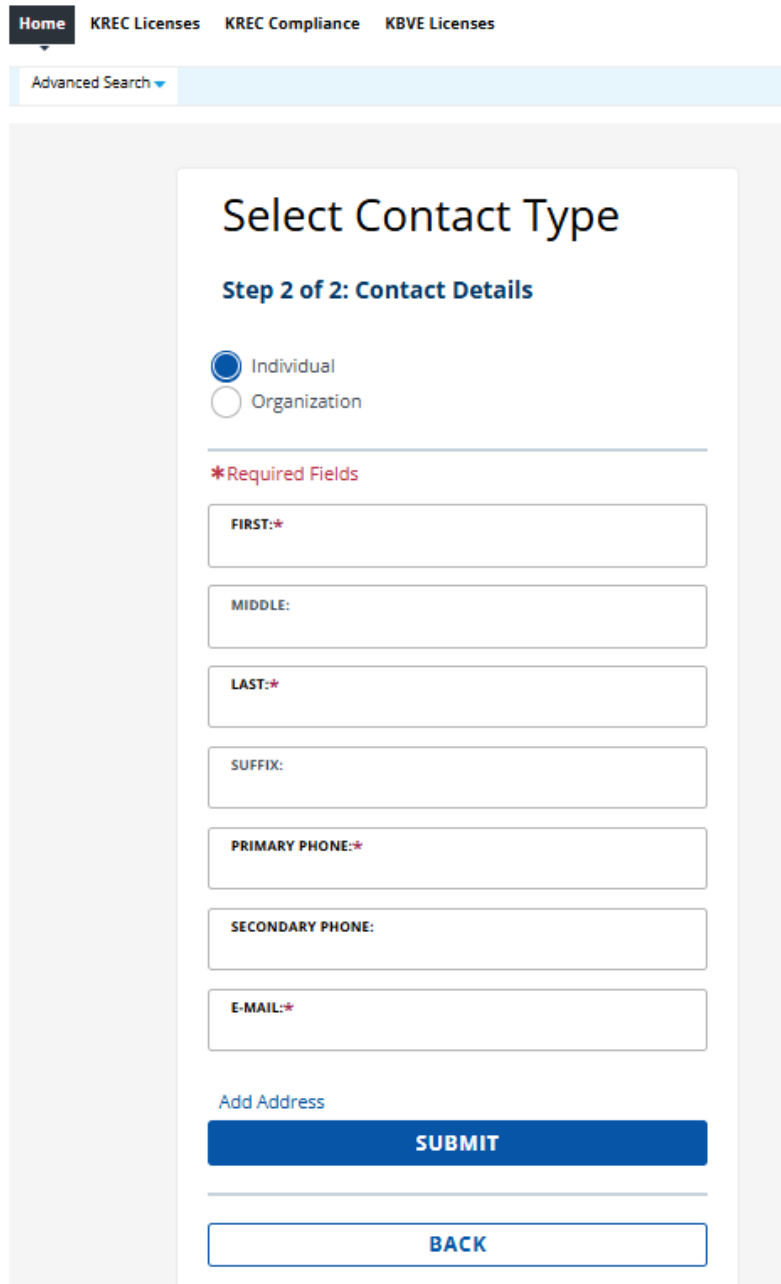


The screenshot shows a web form titled "Select Contact Type" with the subtitle "Step 2 of 2: Contact Details". It features the same navigation menu and search bar as the previous form. The form contains two radio button options:

- Individual
- Organization

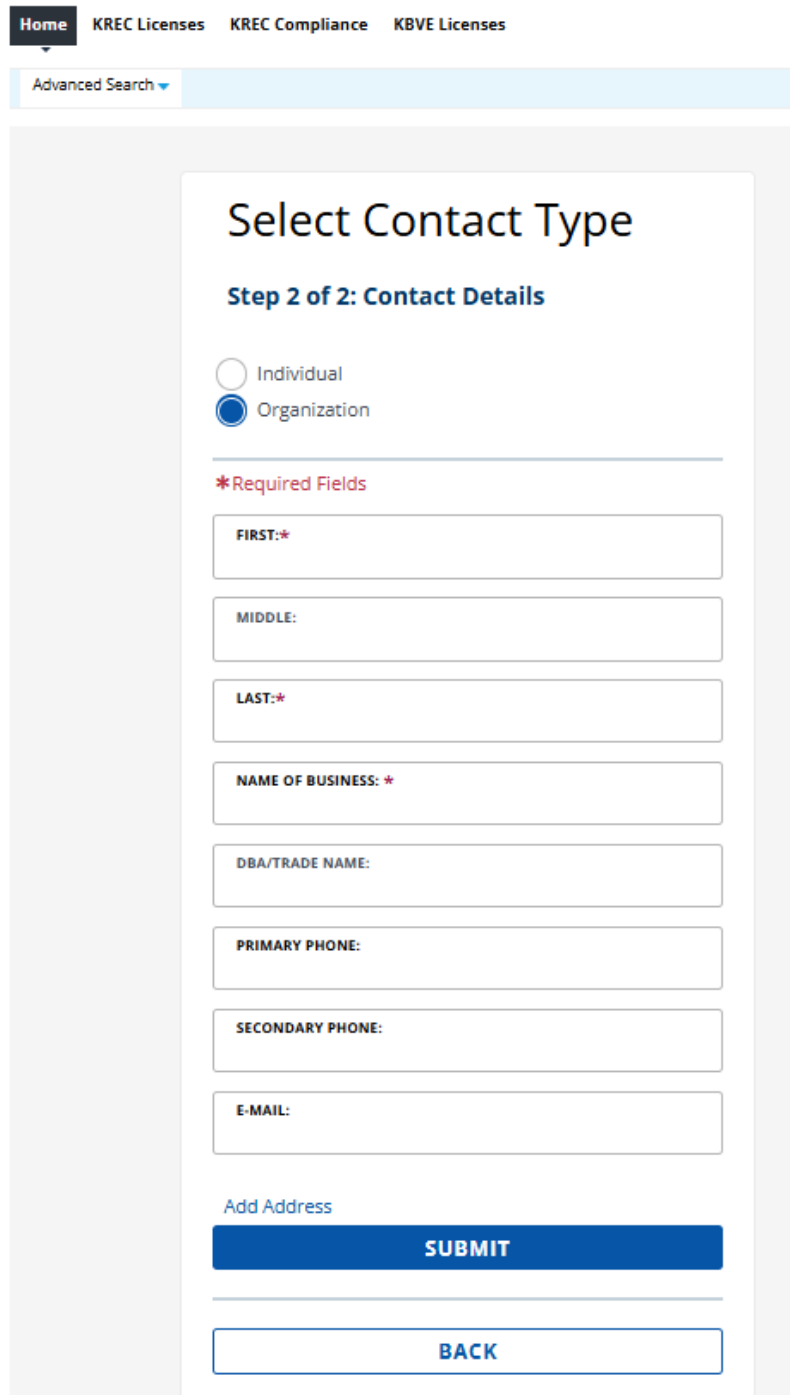
At the bottom of the form is a white "BACK" button with a blue border.

5. Fill info here **if your Contact Type is Individual**



The screenshot shows a web application interface for selecting a contact type. At the top, there is a navigation bar with links for "Home", "KREC Licenses", "KREC Compliance", and "KBVE Licenses". Below this is a search bar labeled "Advanced Search". The main content area is titled "Select Contact Type" and is labeled "Step 2 of 2: Contact Details". There are two radio button options: "Individual" (which is selected) and "Organization". Below these options is a section for "Required Fields" containing several input fields: "FIRST:*", "MIDDLE:", "LAST:*", "SUFFIX:", "PRIMARY PHONE:*", "SECONDARY PHONE:", and "E-MAIL:*". At the bottom of the form, there is a blue "SUBMIT" button and a "BACK" button.

6. Fill info here **if your Contact Type is Organization**

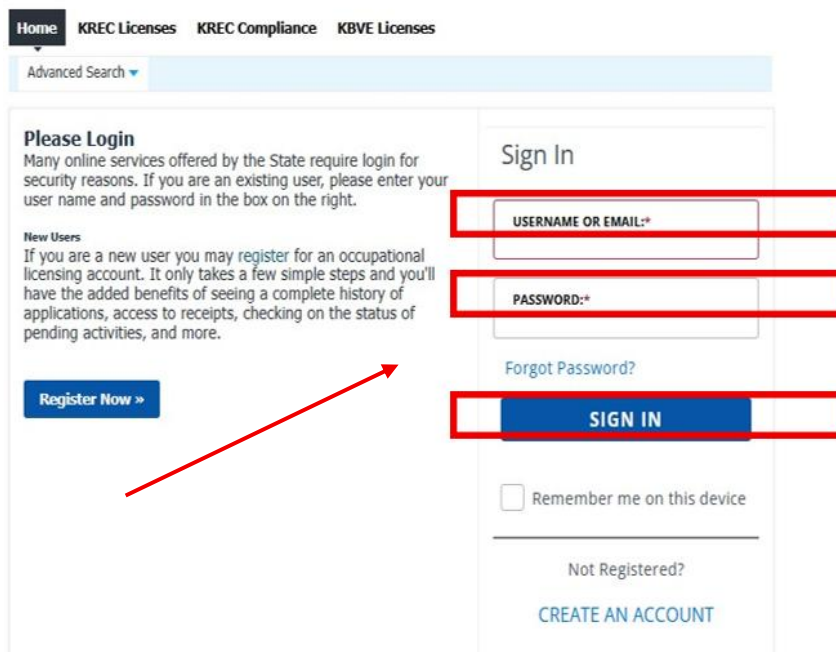


The screenshot shows a web application interface for selecting a contact type. At the top, there is a navigation bar with links for "Home", "KREC Licenses", "KREC Compliance", and "KBVE Licenses". Below this is a search bar labeled "Advanced Search". The main content area is titled "Select Contact Type" and "Step 2 of 2: Contact Details". It features two radio button options: "Individual" (unselected) and "Organization" (selected). A section titled "*Required Fields" lists several input fields: "FIRST:*", "MIDDLE:", "LAST:*", "NAME OF BUSINESS: *", "DBA/TRADE NAME:", "PRIMARY PHONE:", "SECONDARY PHONE:", and "E-MAIL:". Below these fields is a link "Add Address". At the bottom of the form are two buttons: a blue "SUBMIT" button and a white "BACK" button with a blue border.

7. Click **SUBMIT** when done.
8. You will then receive confirmation that you have created a new account via email from ELP@ks.gov.
9. If you need assistance **logging into the portal**, please contact (785) 296-4999 or email ebitsm@ks.gov.

How to Complete a Veterinarian Institutional License (VIL) Application

10. After creating an account, please go back to this link: [Kansas Enterprise Licensing Portal](#)
11. Enter your **USERNAME OR EMAIL** and **PASSWORD** then click **SIGN IN**



Home KREC Licenses KREC Compliance KBVE Licenses

Advanced Search ▾

Please Login
Many online services offered by the State require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users
If you are a new user you may register for an occupational licensing account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to receipts, checking on the status of pending activities, and more.

Register Now »

Sign In

USERNAME OR EMAIL:*

PASSWORD:*

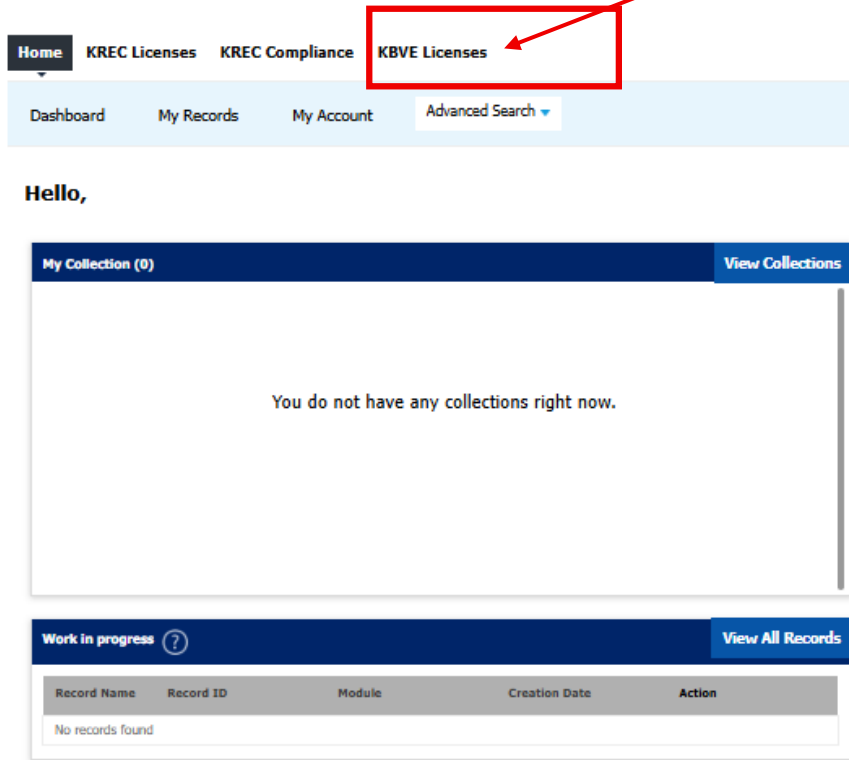
Forgot Password?

SIGN IN

Remember me on this device

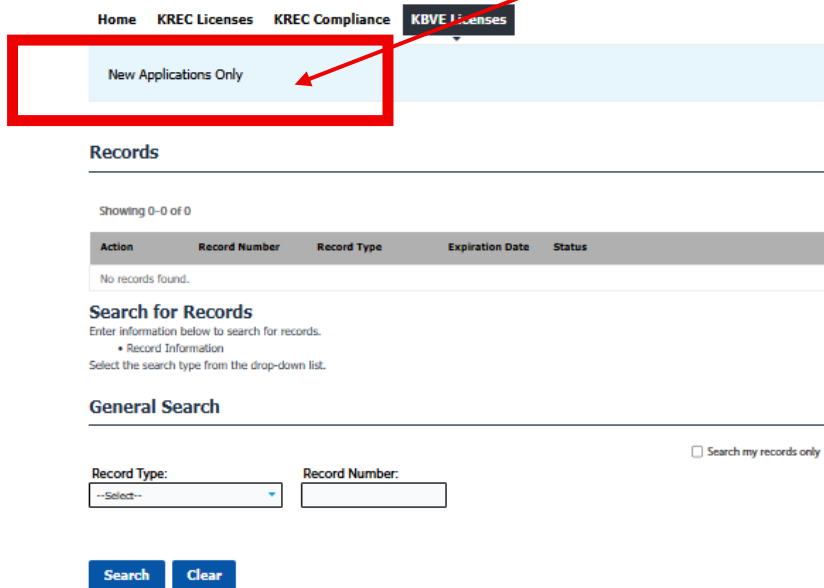
Not Registered?
CREATE AN ACCOUNT

12. Click on **KBVE Licenses**



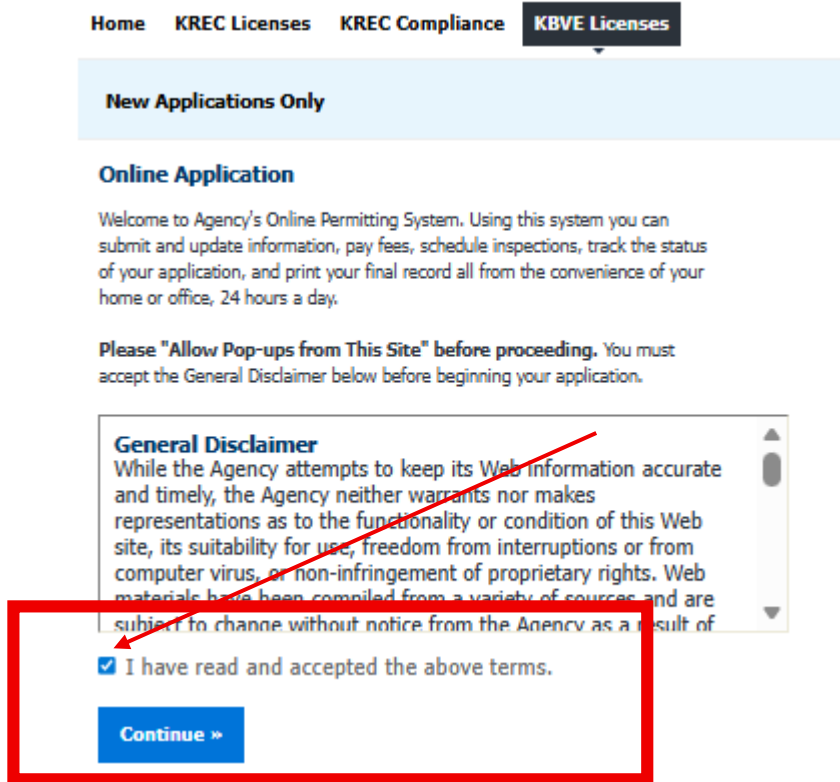
The screenshot shows the top navigation bar with tabs for Home, KREC Licenses, KREC Compliance, and KBVE Licenses. The KBVE Licenses tab is highlighted with a red box and a red arrow pointing to it. Below the navigation bar are links for Dashboard, My Records, My Account, and Advanced Search. The main content area starts with a 'Hello,' greeting, followed by a 'My Collection (0)' section with a 'View Collections' button. A message states 'You do not have any collections right now.' Below this is a 'Work in progress' section with a 'View All Records' button and a table with columns for Record Name, Record ID, Module, Creation Date, and Action. The table currently shows 'No records found.'

13. Click on **New Applications Only**



The screenshot shows the KBVE Licenses page with the 'New Applications Only' link highlighted by a red box and a red arrow. Below the navigation bar, there is a 'Records' section with a 'Showing 0-0 of 0' indicator and a table with columns for Action, Record Number, Record Type, Expiration Date, and Status. The table shows 'No records found.' Below the table is a 'Search for Records' section with instructions to enter information and select a search type. The 'General Search' section includes a 'Record Type' dropdown menu (set to '--Select--'), a 'Record Number' input field, and a 'Search my records only' checkbox. At the bottom are 'Search' and 'Clear' buttons.

14. Make sure to check the box for “I have read and accepted the above terms.” → Click **Continue >>**.



Home KREC Licenses KREC Compliance **KBVE Licenses**

New Applications Only

Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

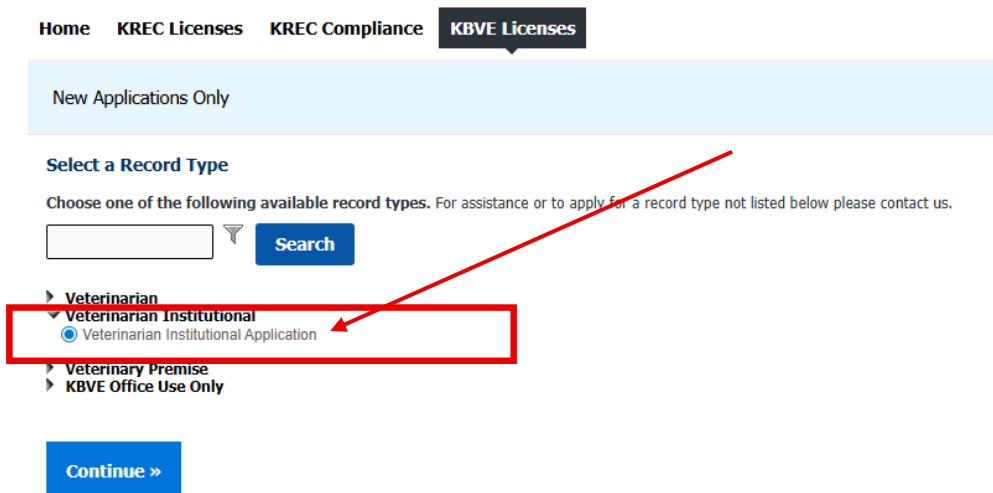
Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of

I have read and accepted the above terms.

Continue >>

15. Click on Veterinarian Institutional → Veterinarian Institutional Application → Click **Continue >>**.



Home KREC Licenses KREC Compliance **KBVE Licenses**

New Applications Only

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Search

▶ Veterinarian
▼ **Veterinarian Institutional**
 Veterinarian Institutional Application
▶ Veterinary Premise
▶ KBVE Office Use Only

Continue >>

- As you fill out all the needed information in the following pages, please make sure to complete the required fields — those marked with orange asterisks (*).
- You will see a warning to Add Missing Information. Click on **Add Missing Information**

Home KREC Licenses KREC Compliance **KBVE Licenses**

New Applications Only


Veterinarian Application

1 Personal Information	2 Application Information	3 Employment Information	4 Legal Information	5 Attestations	6	7	8
------------------------	---------------------------	--------------------------	---------------------	----------------	---	---	---

Step 1: Personal Information > Contact * Indicates a required field.

Applicant - Mailing

Click "Add Missing Information" below to complete your contact information.

 Some of the required contact fields have not been completed. Please click "Add Missing Information" to complete the required information.

Secondary Phone:


Add Missing Information

 ← **Add Missing Information**

▼ **Contact Addresses**

Add Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

 **Required contact address type(s): Mailing.**

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

Previous Names

Other Names List

List any other name or alias by which you have ever been known, including maiden name, if applicable.

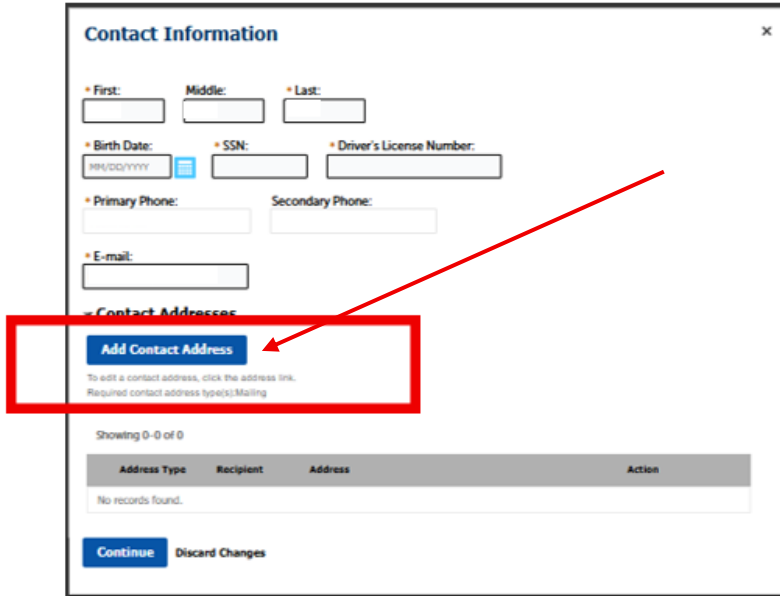
Showing 0-0 of 0

First Name	Middle Name	Last Name	Please explain the reason for this name?
No records found.			

Add Name ▼ **Edit Selected** **Delete Selected**

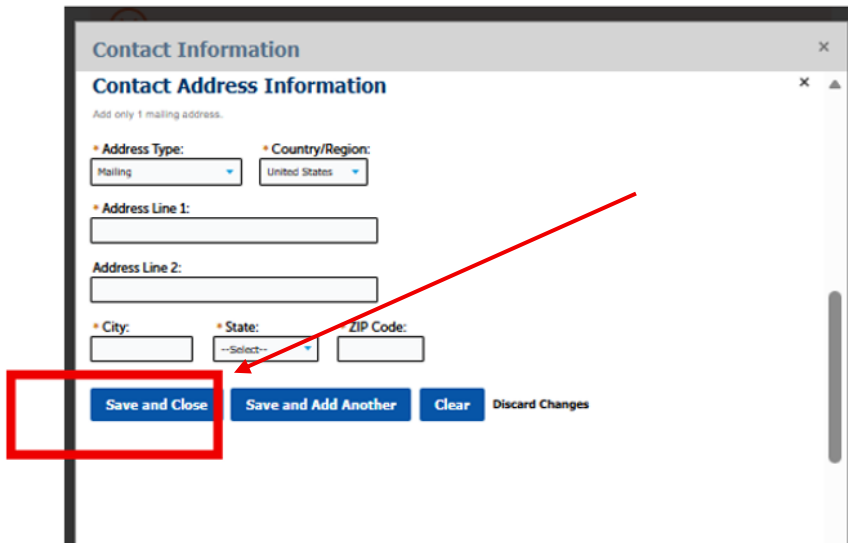
Save and resume later **Continue >>**

18. You will be asked to provide your **Contact Information**.
When done, click **Add Contact Address** and do not click **Continue**.



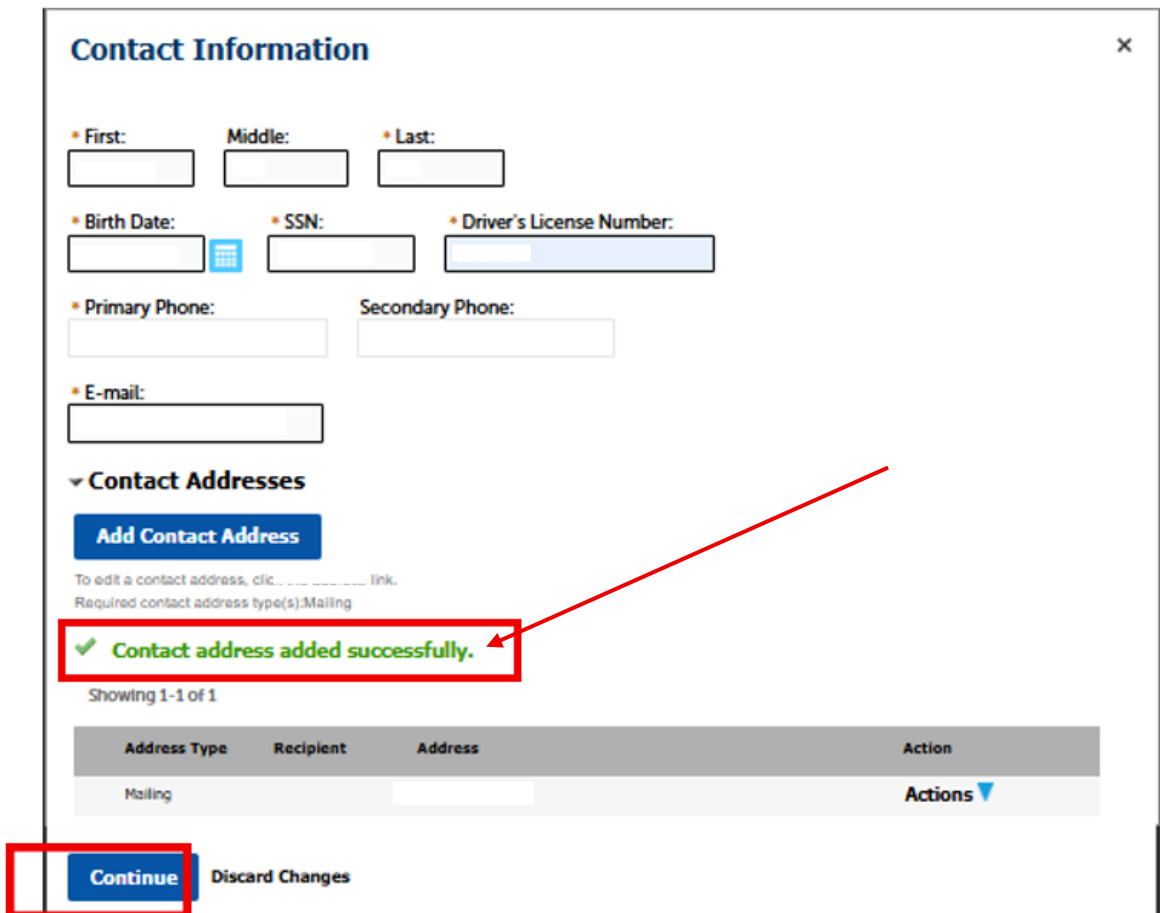
The screenshot shows a 'Contact Information' form with fields for First, Middle, Last, Birth Date, SSN, Driver's License Number, Primary Phone, Secondary Phone, and E-mail. Below these fields is a section titled 'Contact Addresses' containing a blue button labeled 'Add Contact Address'. A red box highlights this button, and a red arrow points to it from the right. Below the button, there is a table with columns 'Address Type', 'Recipient', 'Address', and 'Action', and a 'Continue' button at the bottom left.

19. Fill out all needed info then click **Save and Close**



The screenshot shows a 'Contact Address Information' form with fields for Address Type, Country/Region, Address Line 1, Address Line 2, City, State, and ZIP Code. At the bottom, there are three buttons: 'Save and Close', 'Save and Add Another', and 'Clear'. A red box highlights the 'Save and Close' button, and a red arrow points to it from the right. A 'Discard Changes' link is also visible at the bottom right.

20. When done, you should get a message in green “Contact updated successfully.” → Click **Continue**



Contact Information ✕

* First: Middle: * Last:

* Birth Date: * SSN: * Driver's License Number:

* Primary Phone: Secondary Phone:

* E-mail:

▼ **Contact Addresses**

Add Contact Address

To edit a contact address, click [.....](#) link.
Required contact address type(s): Mailing

✔ **Contact address added successfully.**

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Mailing			Actions ▼

Continue Discard Changes

21. If you have **Previous Names**, please fill out this section. Click **Add Name**. If you have no previous names, click **Continue >>**.

Home KREC Licenses KREC Compliance **KBVE Licenses**

New Applications Only

Veterinarian Application

1 Personal Information	2 Application Information	3 Employment Information	4 Legal Information	5 Attestations	6	7	8
------------------------	---------------------------	--------------------------	---------------------	----------------	---	---	---

Step 1: Personal Information > Contact * indicates a required field.

Applicant - Mailing

Click "Add Missing Information" below to complete your contact information.

✔ Contact updated successfully.

Add Missing Information

▼ **Contact Addresses**

Add Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Mailing		444 Landon	Actions ▼

Previous Names

Other Names List
List any other name or alias by which you have ever been known, including maiden name, if applicable.

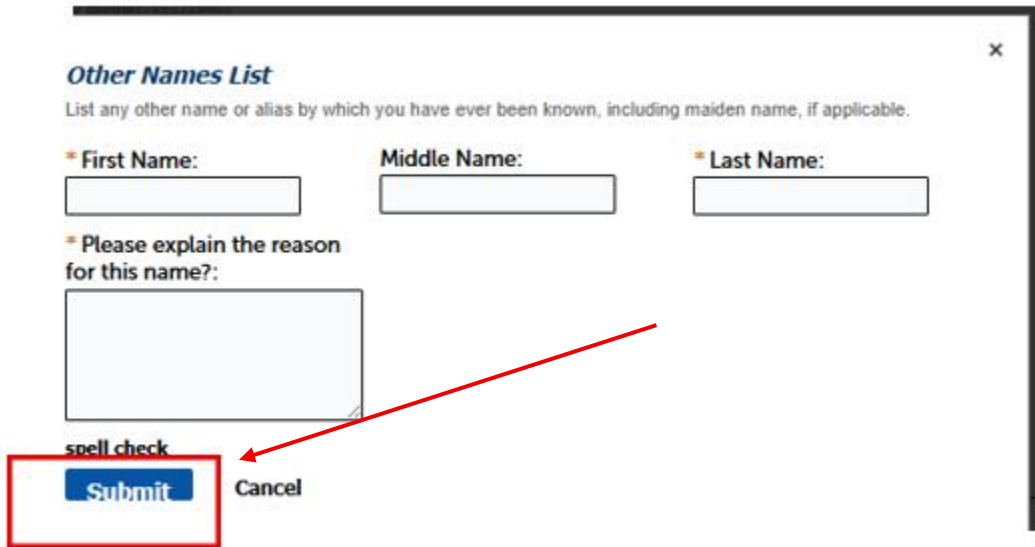
Showing 0-0 of 0

First Name	Middle Name	Last Name	Please explain the reason for this name?
No records found.			

Add Name ▼ **Edit Selected** **Delete Selected**

Save and resume later **Continue >>**

22. Fill out **Previous Names** if any → click [Submit](#)



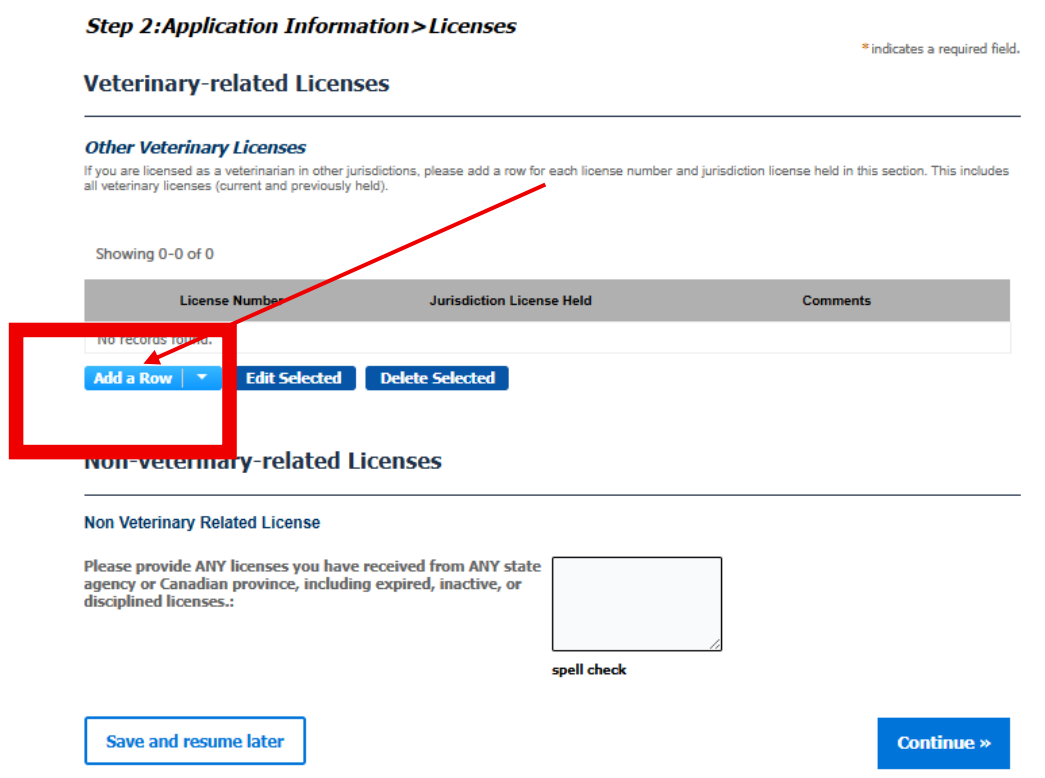
23. Complete *Step 1: Personal Information > Identification*. Fill out this section for **Citizenship** and for **Characteristics** → Click [Continue >>](#)

24. Complete *Step 2: Application Information > General*. This is where you choose your **K-State Affiliation**: Employee of VDL or Employee of VHC and **K-State License Type**: Intern, Resident or Veterinarian. Also fill out **Military Service Status** → Click [Continue >>](#)

25. Complete *Step 2: Application Information > Education*. Fill out this section for **Education** → Click [Continue >>](#)

26. Complete *Step 2: Application Information > Accreditations*. Answer **DEA** and **USDA** questions → Click [Continue >>](#)

27. Complete *Step 2: Application Information > Licenses*. If you're a licensed Veterinarian in another jurisdiction, click **Add a Row** and not the arrow down.



Step 2: Application Information > Licenses * indicates a required field.

Veterinary-related Licenses

Other Veterinary Licenses
If you are licensed as a veterinarian in other jurisdictions, please add a row for each license number and jurisdiction license held in this section. This includes all veterinary licenses (current and previously held).

Showing 0-0 of 0

License Number	Jurisdiction License Held	Comments
No records found.		

Add a Row **Edit Selected** **Delete Selected**

Non-veterinary-related Licenses

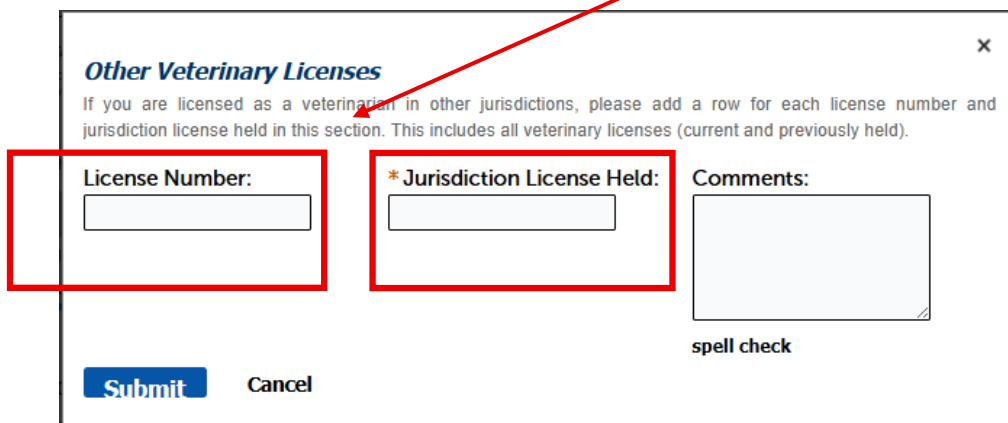
Non Veterinary Related License

Please provide ANY licenses you have received from ANY state agency or Canadian province, including expired, inactive, or disciplined licenses.:

spell check

Save and resume later **Continue >>**

28. Fill out **License Number & Jurisdiction License Held** for Veterinary Licenses → click **Submit**. If done adding Veterinary Licenses, click **Continue >>**



Other Veterinary Licenses ×

If you are licensed as a veterinarian in other jurisdictions, please add a row for each license number and jurisdiction license held in this section. This includes all veterinary licenses (current and previously held).

License Number:

*** Jurisdiction License Held:**

Comments:

spell check

Submit **Cancel**

29. If adding more Veterinarian Licenses, click the arrow next to **Add a Row**, choose the number of rows you need, to add more Veterinarian Licenses.

Veterinary-related Licenses

Other Veterinary Licenses

If you are licensed as a veterinarian in other jurisdictions, please add a row for each license number and jurisdiction license held in this section. This includes all veterinary licenses (current and previously held).

Showing 0-0 of 0

License Number	Jurisdiction License Held	Comments
No records found.		

Add a Row ▼ **Edit Selected** **Delete Selected**

- Add 2 Rows
- Add 3 Rows
- Add 4 Rows
- Add 5 Rows
- Add 6 Rows
- Add 7 Rows
- Add 8 Rows
- Add 9 Rows
- Add 10 Rows

Other Veterinary Licenses

License Number:

* Jurisdiction License Held:

Comments:

spell check

Save and resume later **Continue »**

30. Fill out needed info → click **Submit**

Other Veterinary Licenses

If you are licensed as a veterinarian in other jurisdictions, please add a row for each license number and jurisdiction license held in this section. This includes all veterinary licenses (current and previously held).

License Number:

* Jurisdiction License Held:

Comments:

spell check

License Number:

* Jurisdiction License Held:

Comments:

spell check

Submit Cancel

31. Make sure to fill out **Non-veterinary-related Licenses** if any. Once completed, click **Continue >>**
32. Complete *Step 3: Legal Information > Background*. Please answer **Legal Questions** and **Additional Information** → Click **Continue >>**
33. Complete *Step 3: Legal Information > Documentation*. Attach all requested **Supporting Documentation** → Click **Continue >>**

Veterinarian Institutional Application

1 Personal Information	2 Application Information	3 Legal Information	4 Attestations	5 Review	6	7
------------------------	---------------------------	---------------------	----------------	----------	---	---

Step 3: Legal Information > Documentation

* indicates a required field.

Supporting Documentation

The maximum file size allowed is 100 MB.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

*** Required Documents**

1. KBVE - Current Photograph

Add

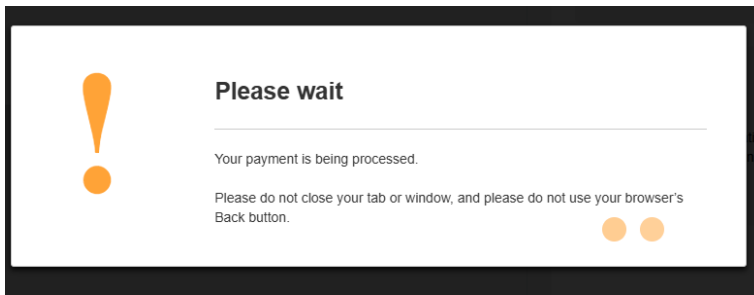
2. KBVE - Proof of Citizenship

Add

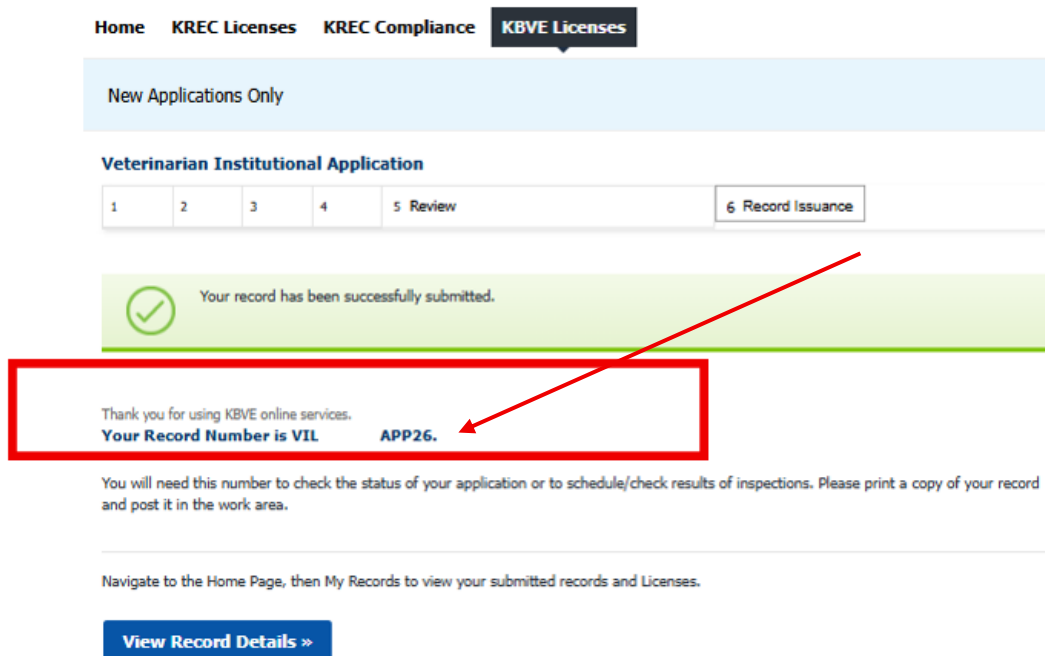
Save and resume later

Continue >>

34. Complete *Step 4: Attestations > Attestations*. Please check the box for **Statement of Confidentiality** and **Affidavit of Application** if you agree → Click **Continue >>**
35. Complete *Step 5: Review*. Review your information and edit any incorrect information → Click **Continue >>**
36. Complete *Step 6: Pay fees*. Follow instructions for each page to submit your payment. You might have to wait a few minutes for payment to process.



37. After completing your application, your screen will show:
Your Record Number is: VIL***APP26.** You will need this number to check the status of your application.

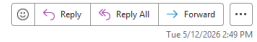


38. After completing your application, you will also receive a confirmation email acknowledging receipt. The email will instruct you to provide more documentation to KBVE by uploading it to the [Kansas Enterprise Licensing Portal](#).

Fwd: Application Received



KBVE_PreNotarizedApplicationSM_20260512_144759.pdf
376 KB



Tue 5/12/2026 2:49 PM

EXTERNAL: This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

----- Forwarded message -----

From: **Kansas Board of Veterinary Examiners - No Reply** <kbve_no_reply@ks.gov>

Date: Tue, May 12, 2026, 14:48

Subject: Application Received

To: < >

Dear

Your pre-notarized application VIL010110APP26 has been submitted. The pre-notarized application is currently classified as temporary and incomplete. You are now required to complete the following steps before your application is reviewed:

- Notary Public.**
Your pre-notarized application, which is attached to this email, must be signed and notarized in the presence of a notary public. Print a copy of your pre-notarized application, have the pre-notarized application notarized in the presence of a notary public, and then upload the notarized application to your citizen access portal following this link: https://aca-prod.accela.com/KANSAS/ur/routing.ashx?type=1000&Module=KBVE_Licenses&capID1=REC26&capID2=00000&capID3=009T3&agencyCode=KANSAS&FromACA=Y
- Certificate of Moral Character.**
Print a copy of the moral character documents and have them filled out and signed by those that are to complete these statements. One needs to be filled out and signed by a licensed veterinarian and the other one needs to be filled out and signed by a reputable business or professional person. These two certificates of moral character must be signed and completed by two different people. Once completed, upload the statements of moral character to the citizen access portal following this link: https://aca-prod.accela.com/KANSAS/ur/routing.ashx?type=1000&Module=KBVE_Licenses&capID1=REC26&capID2=00000&capID3=009T3&agencyCode=KANSAS&FromACA=Y
- Copy of Diploma.**
Please upload a copy of your diploma from your graduated college of veterinary medicine. For students currently in school, please upload diploma once you graduate. This does not apply to current K-State College of Veterinary Medicine students. Citizen access portal link: https://aca-prod.accela.com/KANSAS/ur/routing.ashx?type=1000&Module=KBVE_Licenses&capID1=REC26&capID2=00000&capID3=009T3&agencyCode=KANSAS&FromACA=Y
- Letter from Dean's Office if you are currently a veterinary student.**
Please upload a letter from the dean's office confirming you have successfully completed five or more semesters in the school of veterinary medicine identified in your application. This includes all schools except for K-State College of Veterinary Medicine. Citizen access portal link: https://aca-prod.accela.com/KANSAS/ur/routing.ashx?type=1000&Module=KBVE_Licenses&capID1=REC26&capID2=00000&capID3=009T3&agencyCode=KANSAS&FromACA=Y

After these required steps are completed, your application will be reviewed in the order in which it is received. Please monitor your email daily for additional information or instructions regarding your application.

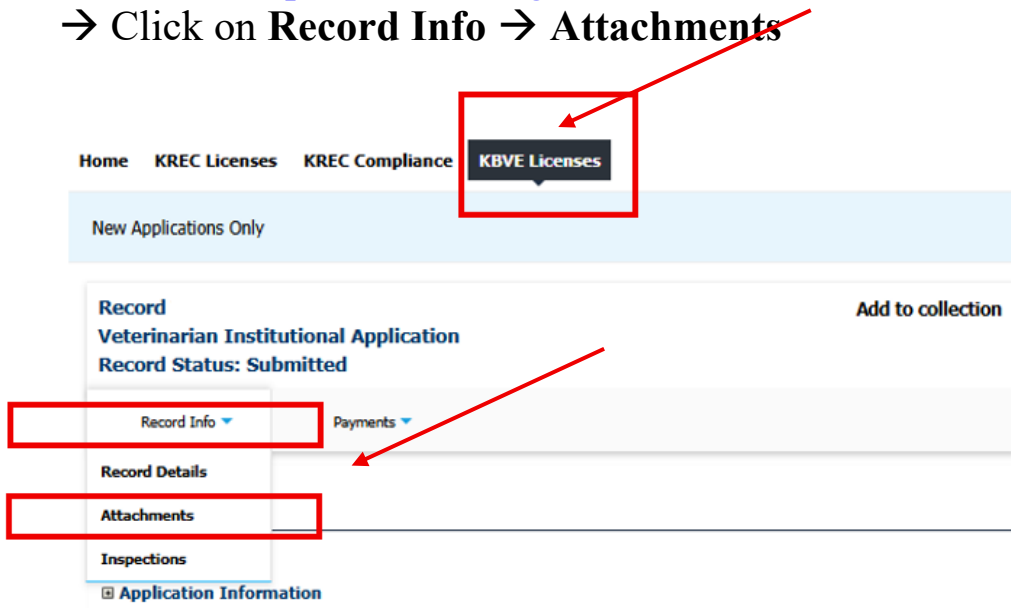
Thank you,

Kansas Board of Veterinary Examiners
PO Box 379
Wamego, Kansas 66547-0379
Ph: 785.456.8781
vetboard@ks.gov
<https://kbve.kansas.gov>

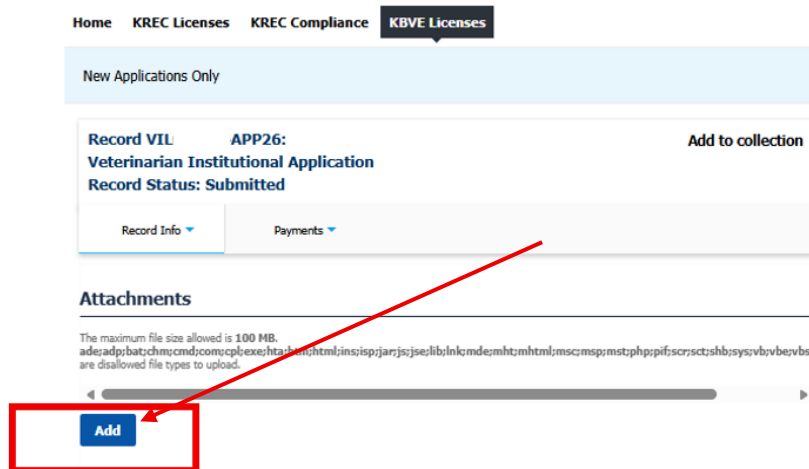
- 39. Notary Public:** Attached to the email is a pre-notarized application. This is a summary of the application form you submitted. Please print this and have it notarized.
- 40. Certificate of Moral Character:** Also, in the same attachment as the pre-notarized application, is a Certificate of Moral Character form to fill out and sign. One needs to be filled out and signed by a licensed veterinarian and the other one needs to be filled out and signed by a reputable business or professional person. These two certificates of moral character must be signed and completed by two different people.
- 41. Copy of Diploma:** Please upload a copy of your diploma from your graduate college of veterinary medicine. For students currently in school, please upload diploma once you graduate. This does not apply to current K-State College of Veterinary Medicine students.

42. **Letter from Dean’s Office if you are currently a veterinary student:** Please upload a letter from the dean’s office confirming you have successfully completed five or more semesters in the school of veterinary medicine identified in your application. This includes all schools except for K-State College of Veterinary Medicine.

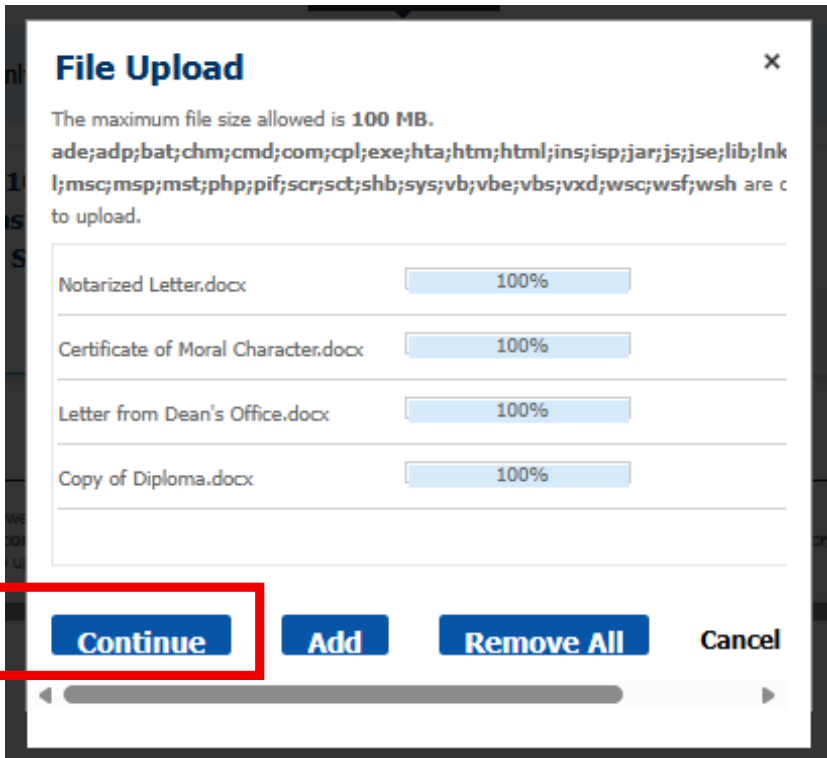
43. When ready to upload all the documents, please login to the [Kansas Enterprise Licensing Portal](#) → Click on **KBVE Licenses** → Click on **Record Info** → **Attachments**



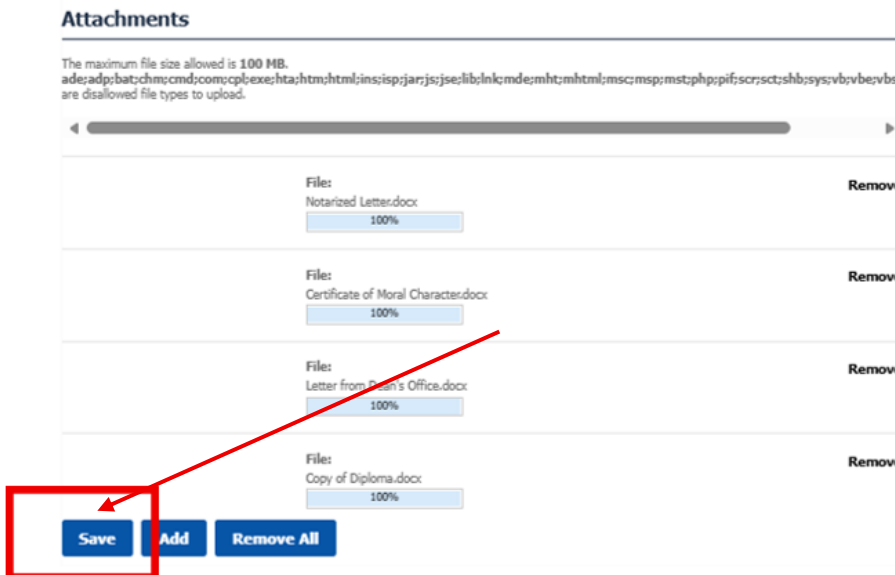
44. Click on **Add**



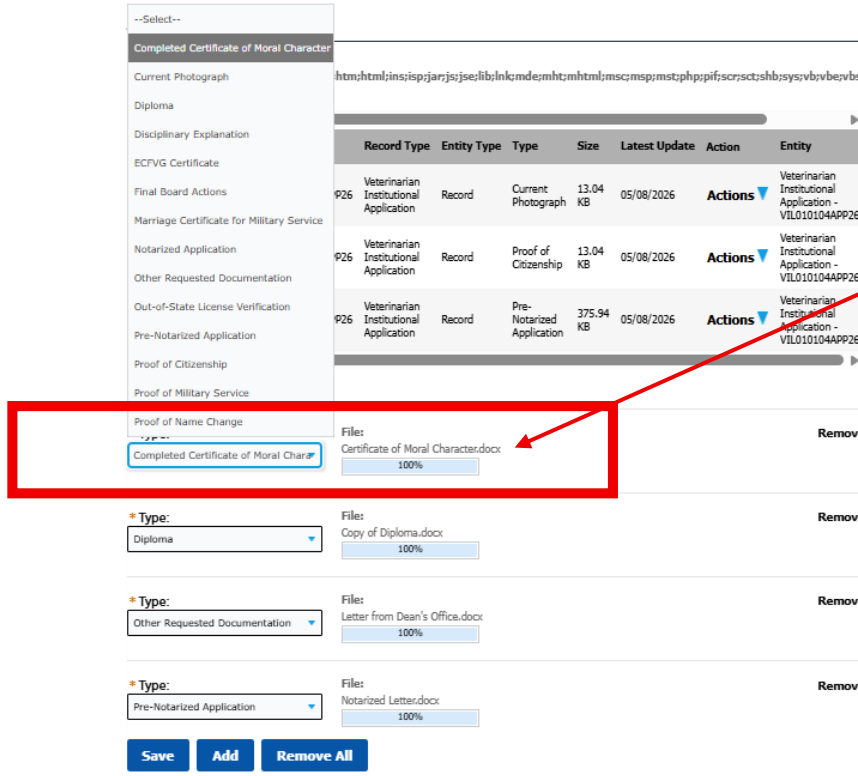
46. When done, click **Continue >>**



47. Click **Save**




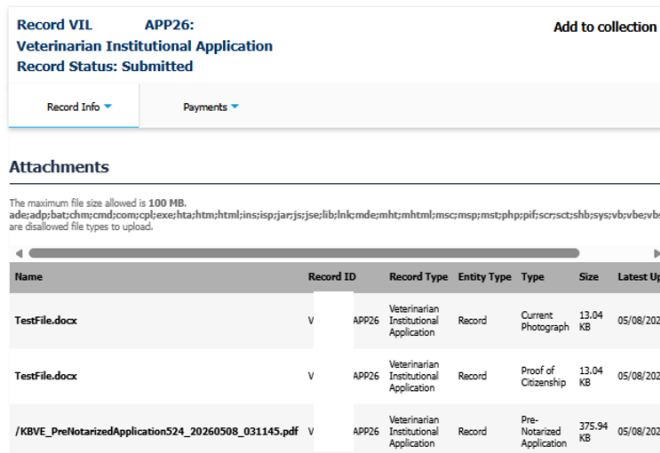
- 48. Name your file by the type of document i.e. Certificate of Moral Character. Make sure to match the file **Type** with the required **File** you uploaded → Click **Save**



Record ID	Entity Type	Type	Size	Latest Update	Action	Entity	
926	Veterinarian Institutional Application	Record	Current Photograph	13.04 KB	05/08/2026	Actions	Veterinarian Institutional Application - VIL010104APP26
926	Veterinarian Institutional Application	Record	Proof of Citizenship	13.04 KB	05/08/2026	Actions	Veterinarian Institutional Application - VIL010104APP26
926	Veterinarian Institutional Application	Record	Pre-Notarized Application	375.94 KB	05/08/2026	Actions	Veterinarian Institutional Application - VIL010104APP26

- 49. You will then get a message in green indicating your upload was successful.

 The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.



Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update
TestFile.docx	V APP26	Veterinarian Institutional Application	Record	Current Photograph	13.04 KB	05/08/2026
TestFile.docx	V APP26	Veterinarian Institutional Application	Record	Proof of Citizenship	13.04 KB	05/08/2026
/KBVE_PreNotarizedApplication524_20260508_031145.pdf	V APP26	Veterinarian Institutional Application	Record	Pre-Notarized Application	375.94 KB	05/08/2026

50. After these required steps are completed, your application will be reviewed in the order in which it is received. Please monitor your email daily for additional information or instructions regarding your application.

For questions:

If you need assistance **logging into the portal**, please contact (785) 296-4999 or email ebitsm@ks.gov.

If you need assistance related to your **license** or **application**, please contact (785) 456-8781 or email vetboard@ks.gov.