

Behavioral Sciences Regulatory Board  
700 SW Harrison St. Suite 420  
Topeka, KS 66603-3929



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[www.ksbsrb.ks.gov](http://www.ksbsrb.ks.gov)

David B. Fye, JD, Executive Director

Laura Kelly, Governor

## Replacement License Order Form

Wall certificate and/or billfold card

Please complete this form and return to the board office at the address listed above. You must include the appropriate fee paid by cash, check, or money order made payable to Behavioral Sciences Regulatory Board or BSRB, or credit card. Your order cannot be processed without the fee.

Name: \_\_\_\_\_

Last 4 digits of social security number: \_\_\_\_\_

License Type: \_\_\_\_\_ License Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email Address (required for billfold card): \_\_\_\_\_

Please check the item/s you are requesting:

Wall Certificate, cost \$20.00 \_\_\_\_\_

Billfold Card, (by email only) \_\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_\_\_\_

## BEHAVIORAL SCIENCES REGULATORY BOARD

# *Appendix A*

## *Payment Instructions*

1. Individuals wishing to submit payments to the BSRB using a credit card or electronic check should:

- (1) visit the BSRB website at [ksbsrb.ks.gov](http://ksbsrb.ks.gov)
- (2) select the “SERVICES” drop-down tab from the top of the home screen, and
- (3) click on the “Make A Payment” link. From this page, you will be asked to provide information allowing us to identify the applicant, select the item you wish to pay for, and you will be able to make a payment for that item.

For use of the secure payment platform, the state of Kansas charges a 2.5 percent processing fee for credit card payments or a \$1.50 flat fee for use of an electronic check. After completing payment, you will receive a confirmation e-mail to confirm your payment.

2. Individuals wishing to submit payments to the BSRB office using a check-by-mail or with a money order may continue to mail payments to the Behavioral Sciences Regulatory Board, 700 SW Harrison St., Ste. 420, Topeka, KS 66603. There is no additional fee for processing checks-by-mail or money orders sent to the BSRB office.

The application fee may be paid before or after you submit your application. The application will not be processed until the fee has been received.