

**Douglas A. Ducey**  
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Vice President



*Arizona State Board of Optometry*

1740 West Adams St., Suite 3003

Phoenix, AZ 85007

**Margaret Whelan**  
Executive Director

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Telephone (602) 542-8155 • Fax (602) 883-7253

## **APPLICATION FEE WAIVER INSTRUCTIONS**

In order to have the Arizona State Board of Optometry (“Board”) review your request for a waiver of the application fee, you must complete the Application Fee Waiver Form found on the Board website.

In addition to completing the form, you must provide us with a copy of your most recent Federal and State Tax Return. It should include your current/last budget, a breakdown of your expected resources, and a list of all people in your current household.

All questions, including those relating to parental income and assets, must be answered. Failure to respond to all questions may result in an automatic denial of your fee waiver request.

If you choose to apply for a fee waiver, please do not submit a payment at the time you apply to the Board. Submitting a payment will result in an automatic withdrawal of your fee waiver request.

**You must submit your fee waiver request prior to submitting your application.**

Please allow 5-7 business days of receipt of your request to receive a decision and allow sufficient time for our office to process your fee waiver request so that you adhere to the application deadline. If you are granted a fee waiver, our office will provide you with a fee waiver code to use during the application process.

The completed fee waiver form and appropriate documents should be returned to the Board, preferably by e-mail, at [paula.hollins@optometry.az.gov](mailto:paula.hollins@optometry.az.gov).

If you are unable to e-mail the documents, please mail to:

Arizona State Board of Optometry  
1740 W. Adams St., Suite 3003  
Phoenix, AZ 85007

Please feel free to contact the Board Office 602-542-8164 or [paula.hollins@optometry.az.gov](mailto:paula.hollins@optometry.az.gov) with any questions about the fee waiver application instructions.