

# How To Submit a Vision Form

Vision Forms are required for recertification this year. An updated Vision Form is required to be recertified for 2023-2024 by **October 24, 2023**, at **11:59PM ET**.

Follow the steps below to submit an updated Vision Form before the deadline so your certification isn't impacted.

## Steps for Submitting a Vision Form

1. Download the Vision Form: [Click here](#).
2. Have a physician or optometrist complete the Vision Form.
3. Verify all the fields on the form have been filled in (e.g. USTA membership number, full address, signature). *Make sure there are no additional comments. **We cannot accept forms with additional comments or incomplete information.***
4. Take a picture or scan the Vision Form.
5. Log into [OfficialsFirst](#).
6. Click on 'Vision Form' in the top toolbar. If you do not see this, click 'CTRL-' to zoom out.
7. Click on the 'Upload Vision Form' link.
8. Click the 'File' button.
9. Select your Vision Form file and click 'Open'.
10. Select the box to verify the document is legitimate.
11. Click 'Upload'.