

## REQUIREMENTS FOR A RETIRED VOLUNTEER LICENSE (A)

NORTH CAROLINA MEDICAL BOARD  
PO Box 20007, Raleigh, NC 27619  
1203 Front Street, Raleigh, NC 27609 (use this address for express/overnight deliveries)  
(919) 326-1100 or (800) 253-9653

DO NOT SUBMIT PHOTOCOPIES UNLESS SPECIFICALLY PERMITTED

**The law permits the Board to issue a Retired Volunteer License authorizing the holder to practice medicine and surgery ONLY at clinics which specialize in the treatment of indigent patients.**

An application for license in North Carolina is a confidential matter therefore we are unable to respond to any questions regarding your application from anyone other than you, the applicant. The licensing staff may be contacted via e-mail at [license@ncmedboard.org](mailto:license@ncmedboard.org).

Below is a summary of the rules of Chapter 32B.1502 of the North Carolina Administrative Code. These are the conditions, which might allow licensure, but the Board reserves the right to make whatever additional demands on the applicant for licensure that the Board deems appropriate at the time.

1. Complete application form.
  - Circle the correct answer for all questions.
  - Provide detailed explanations for affirmative answers.
  - A claim form must be completed for each malpractice suit or settlement Attach a photocopy of plaintiff's complaint and settlement orders for each incident.
  - If your name has changed at any time during your life, you will need to list your prior names and submit a copy of legal documentation (marriage certificate, divorce decree, adoption papers, etc.) supporting the name change.
2. Attach a photograph on photo quality paper taken within the past year to the applicant's oath. Complete the form and have the form notarized.
3. Complete the Immigration Status Form and submit required documentation.
4. You must secure a report regarding the status of licensure from at least one state, US territory regarding status of licensure. Most licensing agencies charge a fee for this service. The verifications should be sent directly to the NC Medical Board. The NCMB accept license verification through the veridoc service.
  - If you have ever been licensed in Connecticut, you must send the consent for release of confidential disciplinary records form, along with the NC licensure verification form to the Connecticut Department of Public Health. If you have never been licensed in Connecticut, disregard the form.

5. Criminal Background Check

Applicants outside North Carolina

Request a set of fingerprint cards to be mailed to you at [fpc@ncmedboard.org](mailto:fpc@ncmedboard.org). You will need to send in the authority to release form and fingerprint cards to the NCMB.

Applicants in North Carolina

Live scan is available to those applicants who are in NC. You will need to go to your local law enforcement office to have this completed. You will need to take the Applicant Information form with you. The Electronic Authority to Release form will need to be sent to the NCMB.

The authority to release forms can be emailed to [license@ncmedboard.org](mailto:license@ncmedboard.org).

6. Fee of \$38.00 for the criminal background check fee. Personal checks made payable to the NC Medical Board are acceptable. Checks returned for insufficient funds will require an additional \$20.00 fee. Returned checks will have to be replaced by a certified check. FEES RECEIVED ARE NOT REFUNDABLE.
7. When all application materials have been received, your file will be forwarded to a staff member for quality assurance review. If the quality assurance review is complete and no additional information is needed, you file will be forwarded to a board member for review to determine whether you will be required to appear for a personal interview. Upon receipt of the Board members' decision, your license will be issued if a personal interview is not required.
8. If a physician has been away from clinical practice 2 years or longer, they may be required to develop a reentry plan as part of the license application. It is the responsibility of the applicant to be prepared to present a program of re-training or supervision that will establish proof of competency in their chosen area or medicine. Applicants in this category will be required to appear for a personal interview.

**RENEWAL - NORTH CAROLINA LAW REQUIRES LICENSED PHYSICIANS TO RENEW WITH THE BOARD WITHIN 30 DAYS OF THEIR BIRTH DATE, EVERY YEAR, NO MATTER WHEN THE LICENSE IS ISSUED.**

Revised: 8/14





Name: \_\_\_\_\_  
(Printed)

**CIRCLE your answer to the following questions. Provide a detailed description of any YES answers. Any changes in your answers to these questions between the time your application is notarized and the time your application is complete must be reported to the Board. The following questions refer to events in any jurisdiction – U.S. or Foreign.**

**Complaint** includes, but is not limited to, any instance where any person or organization has raised a concern regarding your or your practice regardless of the outcome.

**Investigation** includes, but is not limited to, an inquiry (in person or otherwise), examination or inspection of, or gathering of evidence or information regarding you or your practice regardless of the outcome.

1. Are you aware of any **complaint or investigation or inquiry**, ever, regarding you that has been received or conducted by any of the following: YES NO

- professional licensing board or agency (including, but not limited to, the North Carolina Medical Board)
- military service
- medical or professional organization/association
- local, state, federal, or other governmental agency
- private or governmental insurance company or payor
- hospital or other healthcare organization
- professional certifying board

---

---

---

2. Have you ever been denied the privilege of taking an examination by any professional licensing board, agency, or any other organization which provides professional certification or credentialing? YES NO

---

---

---

3. Have you ever: YES NO

- withdrawn a license application
- been denied a license
- surrendered a license
- had a license restricted or limited in any way
- placed a license on inactive status while under investigation

---

---

---

4. In the past five (5) years, have you used or consumed any controlled substance or other prescription drug that you obtained through illegal or improper means? YES NO

---

---

---

5. In the past five (5) years, have you used or consumed any illicit or illegal drugs including, but not limited to cocaine, heroin, ecstasy, LSD, mescaline, psilocybin, PCP and/or marijuana? YES NO

---

---

---

6. In the past five (5) years, have you used alcohol or other substances in a manner that could in any way impair or limit your ability to practice medicine with reasonable skill and safety or have you been told you were impaired by your use of alcohol or other substances in a manner that could impair or limit your ability to practice medicine with reasonable skill and safety? YES NO

---

---

---

---

---

7. In the past five (5) years, have you had, or have you been told you have, a mental health or physical condition (not referenced above) which in any way limits or impairs or, if untreated, could limit or impair your ability to practice medicine in a competent or professional manner? YES NO

---

---

8. Have you ever had a professional liability policy cancelled or not renewed relating to an accusation of your poor medical care or misconduct? YES NO

---

---

9. Have you ever been separated or discharged other than honorably from the US military, foreign military, Veteran's Administration or public health service? YES NO

---

---

10. While at any professional school or training program, have you ever: YES NO

- been suspended, placed on scholastic or disciplinary probation, expelled or requested to resign, or
- withdrawn or gone on leave of absence while under investigation or threat of investigation or disciplinary action?

---

---

11. Have you ever: YES NO

1 – been named in a malpractice lawsuit;

2 - had a malpractice lawsuit filed against you that was resolved with a judgment (regardless of appeal), award, payment, or settlement regardless of whether the payment or settlement was in your name; or

3. a malpractice settlement or payment was made involving your care of a patient.

If so, you will need to complete the "Claims Information Form". In addition, you are required to provide a copy of the plaintiff's complaint and if applicable, a copy of the judgement, award, payment or settlement documents.

Malpractice payment information is requested for two reasons: (1) internal investigation, and (2) public reporting.

Internal Investigation: The NCMB investigates all malpractice payment reports to determine if disciplinary or remedial action is necessary.

Public Reporting: Not all malpractice payment reports will be published. The NCMB will only publish:

- judgments or awards that occurred within the past seven years, and
- Settlements that occurred on or after May 1, 2008, and are \$75,000 or greater.

Please note that the dollar amount of the payment will not be published; nor will any information that might identify a patient. Payments that meet the criteria for public reporting will be visible to the public on the Board's website for a period of 7 years from the date of payment.



## MISDEMEANOR/DUI/DWI

**Circle your answer to the following question. If you answer “yes” to the question, you will need to provide a detailed explanation below. You must supply all supporting court documents.**

Question:

Have you ever been charged with, arrested for or convicted of a misdemeanor including, but not limited to, Driving Under the Influence (“DUI”) or Driving While Impaired (“DWI”) and any other violation of law involving the operation of some means of transportation while under the influence of drugs or alcohol? If so, you must list every misdemeanor charge, arrest and conviction below.

YES      NO

Definitions:

You have been charged if you have been arrested, indicted or arraigned for a criminal act, even if the charge was later dismissed.

You have been convicted if you pleaded guilty, were found guilty by a court, entered a plea of nolo contendere (no contest) or received a prayer for judgment continued (PJC) for a violation of federal, state or local law.

Instructions:

Failure to report may result in denial of licensure, fines or other public disciplinary action. **You must report all charges, arrests and convictions for** driving while intoxicated, driving under the influence, careless and reckless driving and any offenses involving serious injury or death. Minor traffic offenses are not required to be reported.

Expungements:

**Do not report** expunged charges or convictions for which you possess written documentary proof of expungement. **Do not assume** any previous charge, arrest or conviction has been expunged unless you have in your possession an official written court order or document, signed by a judge, which explicitly orders the charge, arrest or conviction sealed and/or expunged.

Some misdemeanor convictions that involve offenses against a person, offenses of moral turpitude, offenses involving the use of drugs or alcohol, violations of public health and safety codes, and failure to file state or federal taxes will be publicly visible on the Board’s website for 10 years (from the date of conviction). The Board will notify you prior to publishing your misdemeanor conviction on the website. All felony convictions will be visible to the public on the Board’s website.

**Examples:**

2/12/2005	Driving While Intoxicated	NC	7/29/2005	Reckless Driving	Fine; Community Service	Crossed center line. Arrested for DWI. Pled guilty to reckless driving.
3/25/2006	Assault	NY	N/A	N/A	Charges Dismissed	Punched a guy at a bar. Charges dismissed after community service.
4/2/2007	Public Intoxification	SC	9/15/2007	Public Intoxification	Fine; probation	Drank too much at a football game. Found guilty by a judge.

Date of Charge or Arrest	What were you charged with or arrested for?	Jurisdiction in which Charge or Arrest Occurred	Date of Conviction (if you were not convicted, answer n/a)	What were you convicted of? (if you were not convicted answer n/a)	Sentence Imposed (If no sentence imposed, answer n/a)	Detailed Explanation
--------------------------	---	---	--	--	---	----------------------

---



---



---



---



---

## FELONY

Circle your answer to the following question. If you answer “yes” to the question, you will need to provide a detailed explanation below. You must supply all supporting court documents.

Have you **ever** been charged with, arrested for or convicted of a felony including, but not limited to, Driving Under the Influence (“DUI”) or Driving While Impaired (“DWI”) and any other violation of the law involving the operation of some means of transportation while under the influence of drugs or alcohol? YES      NO  
 If so, you must list every felony charge, arrest and conviction below.

*You have been charged if you have been arrested, indicted or arraigned for a criminal act, even if the charge was later dismissed.*

*You have been convicted if you pleaded guilty, were found guilty by a court, entered a plea of nolo contendere (no contest) or received a prayer for judgment continued (PJC) for a violation of federal, state or local law.*

**Instructions:**

Failure to report may result in denial of licensure, fines or other public disciplinary action. **You must report all charges, arrests and convictions for driving while intoxicated, driving under the influence, careless and reckless driving and any offenses involving serious injury or death.** Minor traffic offenses are not required to be reported.

**Expungements:**

**Do not report** expunged charges or convictions for which you possess written documentary proof of expungement. **Do not assume** any previous charge, arrest or conviction has been expunged unless you have in your possession an official written court order or document, signed by a judge, which explicitly orders the charge, arrest or conviction sealed and/or expunged.

Please review any pre-populated information for accuracy. If anything has changed, you must complete a new entry with the updated information.

Some misdemeanor convictions that involve offenses against a person, offenses of moral turpitude, offenses involving the use of drugs or alcohol, violations of public health and safety codes, and failure to file state or federal taxes will be publicly visible on the Board’s website for 10 years (from the date of conviction). The Board will notify you prior to publishing your misdemeanor conviction on the website. All felony convictions will be visible to the public on the Board’s website.

**Examples:**

2/12/2005	Felony Prescription Fraud	NC	3/24/2006	Misdemeanor Larceny	12 months probation	Wrote prescriptions with intent to sell. Pleaded guilty to a lesser offense.
3/25/2006	Felony Embezzlement	NY	N/A	N/A	Charges Dismissed	Stole money from my practice. Charges dismissed after deferred prosecution completed.
4/2/2007	Felony Medicare Fraud	SC	6/14/2008	Felony Medicare Fraud	Fine and exclusion from participation	Medicare audit revealed I submitted false claims and up-coded charges

Date of Charge or Arrest	What were you charged with or arrested for?	Jurisdiction in which Charge or Arrest Occurred	Date of Conviction (if you were not convicted, answer n/a)	What were you convicted of? (if you were not convicted answer n/a)	Sentence Imposed (If no sentence imposed, answer n/a)	Detailed Explanation
--------------------------	---	---	--	--	---	----------------------

---



---



---



---

## REGULATORY BOARD/AGENCY ACTIONS

Circle your answer to the following question. If you answer “yes” to the question, you will need to provide a detailed explanation below. You must supply all supporting court documents.

Have you **ever** had an action taken against you by a regulatory board or agency?

YES      NO

**Definitions:**

Actions include, but are not limited to:

- Revocations
- Suspensions
- Probations
- Limitations/restrictions
- Disciplinary/non-disciplinary actions and fines
- Private actions and letters
- Issuance of a license through an order
- License denials

Regulatory board or agency includes:

- Any professional licensing board or agency
- The U.S. Food and Drug Administration
- The U.S. Drug Enforcement Administration
- Medicare or Medicaid

All public actions taken by state medical/regulatory boards will be visible to the public on the Board’s website indefinitely. All actions taken by federal/state agencies such as the U.S. Food and Drug Administration, the U.S Drug Enforcement Administration, Medicare, and Medicaid will be visible to the public on the Board’s website for a period of seven years (from the date of action).

**Examples:**

2/12/2005	Florida Medical Board	Reprimand	Public	Disruptive Behavior
Date of Action	Name of Regulatory Board or Agency that took action	Action Taken	Was the Action Public or Private	Reason for Action Taken

---



---



---



---



---

**North Carolina Medical Board  
PO Box 20007  
Raleigh, NC 27619**

**\*THIS ENTIRE FORM MUST BE COMPLETED IN THE PRESENCE OF A NOTARY PUBLIC\***

\_\_\_\_\_  
Applicant's Printed Name

**THE FOLLOWING SENTENCE IS TO BE COPIED BY THE APPLICANT IN THE APPLICANT'S USUAL HANDWRITING.**

*I hereby certify under oath that I am the person named in this application and that all statements I have made or may make are true and complete.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I further certify and acknowledge the following (initial each statement):

- \_\_\_\_\_ I am the person named in the various forms and credentials furnished with respect to my application and that all documents, forms or copies furnished with respect to my application are true in every aspect.
- \_\_\_\_\_ If I fail to answer questions truthfully and completely, the NC Medical Board (NCMB) may deny my application or take other disciplinary action and that all license denials are reported to the National Practitioners Data Bank and other state medical boards.
- \_\_\_\_\_ If I am in doubt about whether to report any information requested, I should fully disclose the information and provide an explanation of the circumstances.
- \_\_\_\_\_ If someone else completed the application for me, I am responsible to make sure the answers are truthful and complete.

I waive confidentiality, authorize and request every person, hospital, clinic, government agency (local, state, federal or foreign), court, association, institution or law enforcement agency having custody or control of any documents, records and other information pertaining to me to furnish to the NCMB any such information, including documents, records regarding charges or complaints filed against me, formal or informal, pending or closed, my examination grades, or any other pertinent data and to permit the NCMB or any of its agents or representatives to inspect and make copies of such documents, records, and other information in connection with this application that can subsequently be provided to professional licensing boards, hospitals and other entities when I apply for licensure, staff membership, employment or other privileges.

I hereby release, discharge and exonerate the NCMB, its agents or representatives and any person, hospital, clinic, government agency (local, state, federal or foreign), court, association, institution or law enforcement agency having custody or control of any documents, records and other information pertaining to me of any and all liability of every nature and kind arising out of investigation made by the NCMB.

I will immediately notify the NCMB in writing of any changes to the answers to any questions contained in this application if such a change occurs at any time prior to a decision by the NCMB regarding my application.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Soc. Sec. Number

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Applicant's Date of Birth

\_\_\_\_\_  
Date of Signature

**Applicant's Photograph**

Securely tape or glue in this square a current, front-view, 2" X 2" passport-type color photograph of yourself on photo quality paper.

**NOTARY PUBLIC**

**I certify that on the date set forth above the individual named above did appear personally before me and that I did witness this applicant complete this form including the handwritten statement above.**

State of \_\_\_\_\_, County of \_\_\_\_\_.

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

(Official Notary Seal)

\_\_\_\_\_  
**Official Signature of Notary**

\_\_\_\_\_  
**Notary's Printed Name**

**My Commission Expires:** \_\_\_\_\_



**NC MEDICAL BOARD  
IMMIGRATION STATUS FORM**

PO Box 20007  
Raleigh, NC 27619

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

Social Security Number: \_\_\_\_\_

1. If you are not physically present in the United States of America or a United States Territory and have no plans to enter the United States of America or a United States Territory, please check below and then continue to the next page.

I am not physically present and I have no plans to enter the United States of America or a United States Territory.

\*If you do enter the United States of America or a United States Territory and practice as a licensee of the North Carolina Medical Board, you must notify the Legal Department at the North Carolina Medical Board immediately.

2. Are you a citizen of the United States of America?

Yes

No

If you answered "Yes," you must provide a copy of **one** of the following documents:

- a. Birth certificate indicating birth in the United States of America or a United States Territory.
- b. Valid and unexpired United States of America passport.
- c. Other appropriate documentation of United States of America citizenship deemed acceptable by the North Carolina Medical Board, which may include:
  1. Report of Birth Abroad of a United States of America citizen (FS-240)
  2. Certification of Report of Birth (DS-1350 or FS-545)
  3. Certificate of United States of America Citizenship (N-561)
  4. United States of America Citizen Identification Card (I-197)

If you answered "No," you must provide:

- a. A statement defining and specifying your immigration and alien status:

---

---

---

---

---

---

**AND**

- b. A copy of a document indicating your immigration and alien status deemed acceptable by the North Carolina Medical Board, which may include one of the following documents:
1. Alien Registration Card or Green Card (Form I-551)
  2. Employment Authorization Document (Form I-688B or Form I-766)
  3. Certification of Report of Birth (DS-1350)
  4. Arrival-Departure Record (Form I-94)
  5. Other documentation providing lawful status in the United States of America.

## STATEMENT OF APPLICANT FOR RETIRED VOLUNTEER LICENSE

By my signature below, I certify that I have no expectation of payment or compensation for any medical services I render pursuant to the Limited Volunteer License, if granted by the Board. I certify that I shall not receive or accept any compensation or payment, direct, monetary, in-kind, or otherwise, for the provision of medical services pursuant to the Limited Volunteer License. I understand I will be required to comply with Continuing Medical Education requirements as required by NC General Statute 90-14 (a)(15). I understand the Limited Volunteer License allows me to practice medicine and surgery only at clinics that specialize in the treatment of indigent patients.

**I propose to practice in the following location(s):**

---

---

---

---

---

---

Full Name (Printed)

---

Social Security Number

---

Signature

---

Date

# NORTH CAROLINA MEDICAL BOARD

## LICENSE VERIFICATION FORM

**Applicant:** Complete the top portion of this form and forward one copy to each licensing board in all the states where you **have held OR currently hold** a medical license. Training licenses do not need to be verified. This form should be mailed directly to the North Carolina Medical Board from the state licensing board. Most states require a fee for processing. The fee is the applicant's responsibility. The NC Medical Board accepts license verifications through the VeriDoc service.

**Licensing Board:** The North Carolina Board requires information regarding my license. This is my request for you to respond to the questions below and also gives you authority to release any information, favorable or otherwise, to the North Carolina Medical Board.

I am applying for a North Carolina medical license. I was granted license number \_\_\_\_\_ on \_\_\_\_\_ by the State of \_\_\_\_\_.

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

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

Soc. Sec. #: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

This is to certify that the records of the \_\_\_\_\_ State Licensing Board indicate that \_\_\_\_\_ physician was issued license number \_\_\_\_\_ on \_\_\_\_\_ to practice medicine in the State of \_\_\_\_\_,

Respond to the following questions:

1. Is this license current? \_\_\_\_\_ YES NO
2. Is this license in good standing? \_\_\_\_\_ YES NO
3. Has any public or private action been taken against this physician? \_\_\_\_\_ YES NO
4. Are there any pending investigations against this physician? \_\_\_\_\_ YES NO

If YES answered to questions 2 and 3, attach an explanation.

(Board Seal)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**PLEASE COMPLETE AND RETURN THIS FORM DIRECTLY TO THE NORTH CAROLINA MEDICAL BOARD, P.O. Box 20007, RALEIGH, NC 27619.**

**State of Connecticut**

Department of Public Health and Addiction Services  
Bureau of Health System Regulation  
Division of Medical Quality Assurance

**Consent for Release of Confidential Disciplinary Records**

This is to certify that I hereby give my consent and authorizes the Department of Public Health and Addiction Services, Division of Medical Quality Assurance, to confirm the existence of any pending petitions and to release any records of disciplinary action maintained by that Division (with the exception of any documents identified below) to:

NC Medical Board  
PO Box 20007  
Raleigh, NC 27619-0007

I understand that these records are confidential pursuant to the provisions of Connecticut General Statute §20-13e and may not be disclosed without my permission. This information will only be disclosed when this release is executed by me. I also understand that if I am a participant in a rehabilitation program sponsored by a County Medical Association or by the Connecticut State Medical Society that I have the right to contact the Association or Society prior to signing this release.

Documents the Department is Not Authorized to Release:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Printed or Typed)

\_\_\_\_\_  
Conn. Medical License Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Expiration Date

For office use only  
Petition under investigation (see attached)  
Confidential action (see attached)  
No confidential action

Initials-Date  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DBB:

0241Q

## **CRIMINAL HISTORY RECORD CHECK**

Applicants for licensure by the NC Medical Board must provide fingerprints in order for the Board to conduct state and federal criminal history record checks. There is a \$38 fee charged to the applicant by the State Bureau of Investigation (SBI) to cover the processing of the record check. This charge will be added to your NCMB license fee at the end of the online application process.

### **APPLICANTS OUTSIDE OF NORTH CAROLINA**

**To ensure the proper fingerprint card is used, you should e-mail the North Carolina Medical Board's License Department at [fpc@ncmedboard.org](mailto:fpc@ncmedboard.org) to request a set of fingerprint cards be sent to you.** A set contains 2 fingerprint cards. It is recommended that you go to your local law enforcement office to be fingerprinted. Be aware that photo identification and a fee may be required by the agency performing this service.

Download and complete the Authority for Release of Information Form. Instructions on how to complete the fingerprint cards can be found by downloading the Instruction Sheet below. Please complete each block on the actual fingerprint card with the correct information and in the correct format.

You will need to forward your fingerprint cards and the authority to release form together to the NC Medical Board. Fingerprint cards are submitted to the SBI for processing twice a week.

Any questions regarding this procedure can be submitted by e-mail to the license department at [license@ncmedboard.org](mailto:license@ncmedboard.org).

### **APPLICANTS IN NORTH CAROLINA**

**DO NOT HAVE YOUR ELECTRONIC FINGERPRINTING DONE UNTIL YOU HAVE COMPLETED THE ON-LINE PORTION OF THE APPLICATION AND PAID THE FEE.**

Live Scan is available to those applicants who are in NC. Live Scan is digital fingerprinting and transmission of the impression directly to the SBI and FBI for processing.

#### **What do I need to do?**

1. Download and complete the Electronic Fingerprint Submission Release of Information form and the Applicant Information form. Take both forms with you to your local law enforcement agency. Law enforcement personnel will obtain and transmit your fingerprints via Live Scan directly to the SBI. Be aware that photo identification and a fee may be required by the agency performing this service.

2. Email your Electronic Fingerprint Submission Release of Information form after Live Scan is complete to:

E-mail address: [license@ncmedboard.org](mailto:license@ncmedboard.org)

**Important Note:** Results of your background check cannot be processed until the Electronic Fingerprint Submission Release of Information form is received by the NC Medical Board.

**NORTH CAROLINA MEDICAL BOARD**

PO BOX 20007  
Raleigh, NC 27619

**AUTHORITY FOR RELEASE OF INFORMATION**

State and Federal Record Check

I authorize the North Carolina Department of Justice through the State Bureau of Investigation, Division of Support Services to perform a fingerprint search of the State's criminal history record file and a fingerprint search of the Federal Bureau of Investigation's files for a national criminal history record check in connection with my application for a medical license with the North Carolina Medical Board pursuant to N.C.G.S. 90-11(HB 1638).

Please print or type the following information:

Name: \_\_\_\_\_  
Last First Middle Maiden

Soc Sec #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Sex: \_\_\_\_\_ Race: \_\_\_\_\_

I understand that the North Carolina State Bureau of Investigation, Division of Support Services, and its officials and employees shall not be held legally accountable in any way for providing this information to the North Carolina Medical Board, and I hereby release said agency and persons from any and all liability which may be incurred as a result of furnishing such information. I further understand that the North Carolina Medical Board cannot provide a **hard copy** of the results of this criminal history record check to me.

Applicant's Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

**ORI # BOME00000 – NORTH CAROLINA MEDICAL BOARD**

# Instruction Sheet for Completing the Fingerprint Cards

**The NC Medical Board requires 2 fingerprint cards for processing. Failure to submit 2 fingerprint cards will delay your application if the first card is rejected.**

1. The complete name of the subject is to be listed as indicated: Last name, First name, and Middle name. Please ensure the name is legible if written.
2. Signature of the subject being fingerprinted is written here.
3. List any and all alias names or nicknames, maiden name or any other married names.
4. List the date of birth numerically – month, day, and year.  
  
Example: May 11, 1948, should be shown as 05111948; October 15, 1930, should be shown as 10151930
5. Current residence of subject fingerprinted is written here.
6. Sex is to be listed M for male, and F for female, or U for Unknown.
7. Race is to be listed by placing an individual into one (1) of the following categories by writing the appropriate letter in the space provided:  
  
W      White  
B      Black  
I      American Indian or Alaskan Native  
A      Asian or Pacific Islander  
U      Unknown if unsure or unable to determine
8. Indicate the subject's height in feet and inches using all numerics.  
  
Example: 6'01" = 601, 6'11" = 611, 6' = 600
9. Indicate the subject's weight in pounds using all numerics.  
  
Example: 186 or 098, etc.
10. List the subject's eye color by placing one (1) of the following eye color codes in the space provided:  
  
BLK – Black                      GRY – Gray                      MAR – Maroon  
BLU – Blue                        GRN – Green                      PNK – Pink  
BRO – Brown                      HAZ – Hazel                      XXX – Unknown
11. Color of hair should be indicated by writing one (1) of the following color codes in the space provided:  
  
BAL – Bald (When subject has lost most of his hair or is hairless)  
BLK – Black  
BLN – Blond or Strawberry  
BRO – Brown  
GRY – Gray or partially  
RED – Red or Auburn  
SDY – Sandy
12. Indicate, if possible, the city and state where the subject was born. The state should be indicated by the two-digit abbreviation.
13. Indicate the date of the fingerprinting.
14. Signature of Official taking fingerprints.
15. Write the Social Security number in this space. The Social Security number is a very important identifier.

## Photocopy of a Sample Fingerprint Card

Each numbered block on this SAMPLE must be completed on the actual fingerprint cards. Follow the *Instruction Sheet for Completing the Fingerprint Cards* to ensure you are completing each block on the actual fingerprint cards with the correct information and in the proper format.

(The actual card must be white with blue writing)

<b>APPLICANT</b>	LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK						EBI	LEAVE BLANK
		LAST NAME <u>NAM</u>	FIRST NAME	MIDDLE NAME					
		1							
SIGNATURE OF PERSON FINGERPRINTED 2		ALIASES <u>AKA</u> 3	O R I	NCBCI0000 ST BU OF INV RALEIGH, NC				DATE OF BIRTH <u>DOB</u> Month <u>4</u> Day Year	
RESIDENCE OF PERSON FINGERPRINTED 5		CITIZENSHIP <u>CIZ</u>						SEX <u>6</u>	RACE <u>7</u>
DATE <u>13</u>	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS 14	YOUR NO. <u>OCA</u>	LEAVE BLANK						
EMPLOYER AND ADDRESS North Carolina Medical Board PO Box 20007 Raleigh, NC 27619-0007		FBI NO. <u>ERJ</u>							
REASON FINGERPRINTED Medical License Applicant State and Federal NCGS 90-11		ARMED FORCES NO. <u>MNU</u>							
		SOCIAL SECURITY NO. <u>SOC</u> 15							
		MISCELLANEOUS NO. <u>MNU</u>	CLASS _____						
			REF _____						
<p><b>This is a SAMPLE CARD</b></p> <p><b>Do <u>NOT</u> put prints on this card</b></p>									
1. R. THUMB	2. R. INDEX	3. R. MIDDLE	4. R. RING	5. R. LITTLE					
6. L. THUMB	7. L. INDEX	8. L. MIDDLE	9. L. RING	10. L. LITTLE					
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY			11. THUMB	12. THUMB	RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY				
<p><b>To request cards be mailed to you, please e-mail: <a href="mailto:fpc@ncmedboard.org">fpc@ncmedboard.org</a></b></p>									

**APPLICANT INFORMATION**

**Last Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**First Name:** \_\_\_\_\_

**Place of Birth** \_\_\_\_\_

**Middle Name:** \_\_\_\_\_

**Residence:** \_\_\_\_\_

**Maiden Name:** \_\_\_\_\_

**Aliases:** \_\_\_\_\_

**Employer and Address:**

**NC Medical Board**

**PO Box 20007 Raleigh, NC 27619**

**Sex: Male** \_\_\_\_\_ **Female** \_\_\_\_\_

**Reason Fingerprinted:**

**NCGS 90-11- State and Federal**

**Race:** \_\_\_\_\_

(write the appropriate letter in the space provided)

W – White, B – Black, I – American Indian,

A – Asian or Pacific Islander, U - Unknown

**Social Security Number:** \_\_\_\_\_

(\*Optional)

Your Case No. (OCA): **BOME00000**

**Height:** \_\_\_\_\_

Type of Transaction: **NFUF**

**Non fed-User Fee**

**Weight:** \_\_\_\_\_

NC FP Card Type: **BOME**

**Eye Color:** \_\_\_\_\_

(write the appropriate letters in the space provided)

BLK – Black GRY – Gray MAR – Maroon

BLU – Blue BRO – Brown GRN – Green

HAZ – Hazel PNK – Pink XXX – Unknown

**Hair Color:** \_\_\_\_\_

(write the appropriate letters in the space provided)

BAL – Bald BLK – Black BLN – Blonde or Strawberry

BRO – Brown GRY – Gray or partially

RED – Red or Auburn SDY - Sandy

\*Disclosure of social security number is entirely voluntary and not required. If disclosed, the social security number will be utilized to assist with accurate identification/exclusion of possible criminal history records.



NORTH CAROLINA  
STATE BUREAU OF INVESTIGATION

DEPARTMENT OF JUSTICE

3320 GARNER ROAD  
PO Box 29500  
RALEIGH, NC 27626-0500  
(919) 662-4500  
FAX: (919) 662-4523



ROY COOPER  
ATTORNEY GENERAL

GREGORY S. MCLEOD  
DIRECTOR

**ELECTRONIC FINGERPRINT  
SUBMISSION RELEASE OF INFORMATION**

I authorize the North Carolina Department of Justice through the State Bureau of Investigation, Criminal Information and Identification Section, to perform a national criminal history record check in connection with my application for licensure with NC Medical Board pursuant to NCGS 90-11.

I understand that the North Carolina State Bureau of Investigation, Criminal Information and Identification Section, the Federal Bureau of Investigation, and its officials and employees shall not be held legally accountable in any way for providing this information to the above named agency, and I hereby release said agency and persons from any and all liability which may be incurred as a result of furnishing such information. I understand that the above named agency cannot provide a hard copy of the results of this criminal history record check to me.

\_\_\_\_\_  
Applicant/Licensee's Signature

\_\_\_\_\_  
Date

I authorize the above named subject to be fingerprinted and have the fingerprints submitted to the SBI electronically.

05/22/2013

\_\_\_\_\_  
Agency Authorized Official's Signature

\_\_\_\_\_  
Date

**Agency Contact Information**

Joy Cooke  
NC Medical Board  
PO Box 20007  
Raleigh, NC 27619  
919-326-1100  
license@ncmedboard.org

I certify that I have taken the fingerprints of the above named subject and forwarded them electronically to the State Bureau of Investigation.

\_\_\_\_\_  
Signature of Official Taking Fingerprints

\_\_\_\_\_  
Date

Agency Seal/Certification \_\_\_\_\_



A Nationally Accredited State Agency

An ASCLD/LAB Accredited Laboratory Since 1988

