

## APPLICATION FOR A NC RESIDENT TRAINING LICENSE – CHECKLIST

The following checklist is designed to assist applicants in submitting the necessary materials needed during the application process. You should contact your GME office with any questions regarding your application.

### 1. Online application

Complete the “online” portion of the application and pay the fees. The chronological history section must begin with high school graduation. Do not leave any time frame unreported. Documentation will need to be provided to your GME office for any affirmative answers provided.

### 2. SSA (Social Security Administration) Authorization

Pursuant to [N.C. Gen. Stat. § 93B-14](#), all applicants for licensure must provide a social security number. Social security numbers are strictly confidential and only released for purposes authorized by state or federal law.

Applicants are required to complete form [SSA-89 Authorization](#). The SSA Authorization Form must have a **physical signature in ink** and **must be mailed** to the **North Carolina Medical Board, 3127 Smoketree Court, Raleigh, NC 27604 ATTN: License Associates**.

- The form cannot be uploaded to the gateway portal.
- The form must be completed with a physical signature
- The form must be mailed in
- Indicate the reason for authorizing consent is “To meet licensing requirements”
- Forms that are not completed will not be accepted.

For questions email: [ssa\\_cbsv@ncmedboard.org](mailto:ssa_cbsv@ncmedboard.org).

### 3. Name change documentation (if applicable)

If you have ever had a legal name change, provide a photocopy of the legal documentation. Example: marriage certificate, divorce decree, etc. Do not submit original documents. Mail or email documentation to your GME office.

### 4. Verification of Medical Education

The form should be sent to your medical school for completion. Your medical school should email the form to your GME office.

### 5. Medical School Transcripts

Transcripts are required if you attended more than one medical school or more or less than the standard four years. Documentation should be sent to your GME office.

## 6. ECFMG examination

International medical school graduates must have a current ECFMG. Contact ECFMG to have a “Certification Status Report” sent directly to the NCMB..

## 7. Licensing Examination Transcript

Your licensing examination scores must be sent directly from the original source, i.e., USMLE, COMLEX, MCCQE to the NC Medical Board. This is required of every applicant. Copies of your scores cannot be accepted.

## 8. Postgraduate training verification

Send PGT form to every US or Canadian institution where you have participated in postgraduate training. Institutions should email the form to your GME office. If you have not participated in postgraduate training in the US or Canada, this requirement does not apply to you.

## 9. Applicant Fingerprints

### Applicants outside North Carolina

Contact your GME office on how to obtain fingerprint cards. Take them to your local law enforcement office. Mail the cards to your GME office.

### Applicants in North Carolina

Live scan/electronic submission is available to applicants who have fingerprints taken in NC. You will need to go to your local law enforcement agency to have this completed. You will need to advise the GME office that you are having your fingerprints submitted electronically so they will not hold your application waiting to receive fingerprint cards.

## 10. Applicant’s oath and photo

At the end of the application, complete the attestation and applicant’s oath. A recent photo of yourself showing the front of your face will be required to complete the application.

**Annual Renewal:** NC law requires licensed physicians to renew with the Board within 30 days of their birthday, every year, no matter when the license is issued. A renewal fee is required.

**Updated: 6/29/2026**