

APPLICATION FOR REACTIVATION - CHECKLIST

The following checklist is designed to assist applicants in submitting the necessary materials needed during the application process. Delays often occur when applicants fail to provide required information to the Board. The Board's Licensing Department encourages use of provided checklists for all license types.

Status	Item	Notes
<input type="checkbox"/>	Online application	Complete the chronological information beginning with high school and answer all questions. Documentation will need to be provided for any affirmative answers.
<input type="checkbox"/>	Applicants Oath	Document will need to be signed and notarized. The original must be sent to the NCMB. Faxes and emailed copies will not be accepted.
<input type="checkbox"/>	Legal Resident Status	<p>U.S. citizens must submit a photocopy of one of the following:</p> <ol style="list-style-type: none"> 1) birth certificate 2) valid, unexpired U.S. passport <p>Not a U.S. citizen? Provide a photocopy of one of the following:</p> <ol style="list-style-type: none"> 1) Alien Registration Card or Green Card (form I-555) 2) Employment Authorization Document (form I-688 B or I-766) 3) Certification of Report of Birth (form DS-1350) 4) Arrival/Departure Record (form I-94) 5) Other documentation providing lawful U.S. status <p>Documentation can be emailed to license@ncmedboard.org</p>
<input type="checkbox"/>	Name change documentation (if applicable)	A photocopy of documentation of a legal name change. Example: marriage certificate, divorce decree, etc. Do not submit original documents. This information can be emailed to license@ncmedboard.org .
<input type="checkbox"/>	Fingerprint cards, authority to release form and criminal history	<p>Applicants outside North Carolina Request a set of fingerprint cards to be mailed to you at fpc@ncmedboard.org. You will need to send in the authority to release form and fingerprint cards to the NCMB.</p> <p>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.</p> <p>The authority to release forms can be emailed to license@ncmedboard.org.</p>

<input type="checkbox"/>	CME Documentation	Submit documentation for one of the following: <ul style="list-style-type: none"> • 60 hours of Category 1 practice relevant CME obtained in the past three (3) years or; • ABMS MOC (maintenance of certification) or AOA OCC (osteopathic continuous certification)
<input type="checkbox"/>	Interview	You will be notified if a personal interview will be required.

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: 8/14