

North Carolina Medical Board Fingerprint Requirements

Applicants for licensure by the North Carolina Medical Board must provide fingerprints 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 included in the application fee when you submit your application – you do not need to send a separate payment.

APPLICANTS OUTSIDE OF NORTH CAROLINA

If you are **out of state**, you **must** get physical fingerprints (ink). Complete **two hard copy** fingerprint cards (FD-258) and ship them to NCMB (addresses below). We recommend shipping/ mailing your cards with a tracking number in case they get misplaced in the mailing process. Fingerprint cards can be purchased from online stores such as Amazon and Walmart.

Mailing address:
PO Box 20007
Raleigh, NC 27619

Physical address:
3127 Smoketree Court
Raleigh, NC 27604

Take the fingerprint cards to your local law enforcement office (recommended) or other fingerprinting service and the following documents: (1) Applicant Information form, and (2) Authority for Release of Information (downloadable from your NCMB Gateway Portal). Call the location where you are getting your fingerprints completed if you have questions about the fingerprinting process.

Once the fingerprinting process has been completed,

1. Upload the **Authority for Release of Information** form to your application via the gateway or email to license@ncmedboard.org.
2. The Applicant Information form can be discarded after being fingerprinted.

APPLICANTS IN NORTH CAROLINA

Live Scan (electronic fingerprinting) is available to those applicants **who are in North Carolina***. Go to your local law enforcement office and take the following documents: (1) Applicant Information form, and (2) Electronic Fingerprint Submission Release of Information form (downloadable from your NCMB Gateway Portal).

Once the fingerprinting process has been completed,

1. Upload the **Electronic Fingerprint Submission Release of Information** form to your application via the gateway or email to license@ncmedboard.org.
2. The Applicant Information form can be discarded after being fingerprinted.

*Campus police departments are **not** connected to the North Carolina fingerprinting database. Complete the physical fingerprinting process if going to an on-campus police department.

Please note: Fingerprints of poor quality will be rejected, and new prints may be required. Criminal history background checks can take 6 – 8 weeks to be completed. We recommend you complete fingerprinting as soon as possible.