

IMLCC LETTER OF QUALIFICATION ADDITIONAL INFORMATION REGISTRATION—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. Required forms can be found within the application as well as on the gateway after completion of the application.

Status	Item	Notes
<input type="checkbox"/>	Online Application	Complete the online application.
<input type="checkbox"/>	State of Principal Licensure (SPL) Supporting Documents	<p>Provide supporting documentation for all the reasons you selected on your request for a Letter of Qualification indicating North Carolina as your state of principal licensure (SPL).</p> <ol style="list-style-type: none"> Your primary residence is in North Carolina. <u>Examples of Supporting Documentation:</u> <ul style="list-style-type: none"> North Carolina issued identification card, such as driver’s license or identification card issued by the N.C. Division of Motor Vehicles. Utility bill in your name for a residence in North Carolina. Lease or mortgage documents for a residence in North Carolina. At least 25% of your practice of medicine occurs in North Carolina. <u>Examples of Supporting Documentation:</u> <ul style="list-style-type: none"> Employment Verification Form to be completed by your Employer and submitted by your Employer to IMLC@ncmedboard.org. Attestation Form and a log listing all of your patients' locations over the past year. This log must show that 25% of your total practice occurs in North Carolina. Please include the city, state, and zip of all your patients' locations at the time of care. Do not include any patient identifying information. Your employer is located in North Carolina. <u>Examples of Supporting Documentation:</u> <ul style="list-style-type: none"> Employment Verification Form to be completed by your Employer and submitted by your Employer to IMLC@ncmedboard.org. You use North Carolina as your state of residence for U.S. federal tax purposes. <u>Examples of Supporting Documentation:</u> <ul style="list-style-type: none"> A copy of your federal income tax return

<input type="checkbox"/>	Applicant Fingerprints	<p>Applicants must provide fingerprints in order for the North Carolina Medical Board to conduct State and Federal criminal history record checks. There is a \$38 fee from the North Carolina State Bureau of Investigation (NCSBI) to cover the processing of the record check. This fee will be added to your NCMB licensee fee at the end of the online application. Questions regarding the fingerprinting process should be emailed to the License Department at license@ncmedboard.org.</p> <p>If you are completing your fingerprinting outside of North Carolina:</p> <p>Obtain two (2) FD-258 fingerprint cards from your local law enforcement office (or Amazon if not provided). Once fingerprint cards have been completed, mail both cards to:</p> <p>NC Medical Board 3127 Smoketree Ct Raleigh NC 27604</p> <p>If you are completing your fingerprinting inside North Carolina: DO NOT do Live Scan until after you have completed your application and paid the application fee.</p> <p>Go to a fingerprinting agency that does Live Scan. Be sure to confirm that the prints will be sent directly to the NCSBI. If not, we will not receive the results which will delay your application. Photo identification and a fee may be required by the agency performing the service.</p> <p>If you are unable to be fingerprinted electronically, follow the instructions for completing fingerprints outside of North Carolina.</p>
<input type="checkbox"/>	Applicant's Oath and Photo	<p>At the end of the application, complete the attestation and applicant's oath. A recent headshot of yourself showing the front of your face will be required to complete the application.</p>

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: 01/29/2026