

APPLICATION FOR FULL LICENSE/EXPEDITED - 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 in month / year format beginning with high school and answer all questions. Documentation can be uploaded to your application via the gateway for any affirmative responses provided. |
| <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 | U.S. citizens must submit a photocopy of one of the following: 1) birth certificate 2) valid, unexpired U.S. passport Not a U.S. citizen? Provide a photocopy of one of the following: 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 Documentation can be uploaded to your application via the gateway. |
| <input type="checkbox"/> | Name change documentation (if applicable) | A photocopy of documentation of a legal name change (marriage certificate, divorce decree, etc). Documentation can be uploaded to your application via the gateway. |
| <input type="checkbox"/> | State License Verification | Secure a report regarding the status of licensure from the state, US territory, or Canadian province where you have held an active license in one state for five years immediately preceding your application. This report must come directly from the Licensing Board. Veridoc is accepted. |
| <input type="checkbox"/> | Speciality Board Certification | Provide a copy of your current certification, recertification, or MOC within the past 10 years by a speciality board recognized by one of the following: <ul style="list-style-type: none">• American Board of Medical Specialities (ABMS)• American Osteopathic Association (AOA)• Fellowship of Royal College of Physicians of Canada (FRCP)• Fellowship of Royal College of Surgeons of Canada (FRCS)• College of Family Physicians of Canada (CFPC)• American Board of Oral and Maxillofacial Surgery (ABOMS) Documentation can be uploaded to your application via the gateway. |

- **Fingerprint cards, authority to release form and criminal history**

Applicants outside North Carolina

You will need to go to your local law enforcement office to be fingerprinted. Your fingerprints will need to be provided on a FD-258 fingerprint card which can be provided by the law enforcement office. 2 fingerprint cards will need to be submitted.

You will need to upload the Authority for Release of Information form to your application via the gateway.

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 process completed and take the following with you: (1) Applicant Information form, and (2) Electronic Fingerprint Submission Release of Information form.

Once the fingerprinting process has been completed, you will need to upload the Electronic Fingerprint Submission Release of Information form to your application via the gateway.

The Applicant Information form can be discarded after being fingerprinted.

- **Evidence of passing ECFMG exam and completing a 5th pathway program (if applicable)**

Foreign medical school graduates must have a current ECFMG. [Contact ECFMG](#) to have a "Certification Status Report" sent to the NCMB.

If you completed a 5th pathway program and a licensing exam other than USMLE, contact ECFMG to have an "ECFMG Examination Score Transcript" sent to the NCMB. Obtain a "Fifth Pathway Verification Form" from the NCMB. Email license@ncmedboard.org request this form.

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.

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