

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.

Print and fill out the **Applicant Information Form** and the **Authority for Release of Information Form** (available within the application and on your gateway) and take them with you to the fingerprinting facility. You do not need to send these to the Board.

APPLICANTS OUTSIDE OF NORTH CAROLINA

If you are **out of state**, you **must** get physical fingerprints. Complete **two hard copy** fingerprint cards (FD-258) and ship them to NCMB (address 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.

Physical address:

3127 Smoketree Court
Raleigh, NC 27604

Take the fingerprint cards to your local law enforcement office (recommended) or other fingerprinting service. Call the location where you are getting your fingerprints completed if you have questions about the fingerprinting process.

APPLICANTS IN NORTH CAROLINA

Live Scan (electronic fingerprinting) is available to those applicants ***who are in North Carolina**. **DO NOT do Live Scan until after you have completed your application and paid the application fee.**

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.

If you are unable to be fingerprinted electronically, follow the instructions for completing fingerprints outside of North Carolina.

*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.

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