

Helpful Hints and Tips for Physicians Applying for a Medical License

- 1. Carefully read the instructions and the entire application before you apply.** Make sure you have completed every section and answered every question before you submit it to the Maryland Board of Physicians (the Board). If a section does not apply, write N/A in the space provided. The application is a fillable PDF application that you may save to your computer. (Link to applications - https://www.mbp.state.md.us/resource_information/res_pro/resource_Practitioner_forms_phy.aspx)
- 2. After you have completed and printed the application, find a Notary Public to notarize your signature on the application.** Most bank branches have a Notary Public who can assist you, usually for a small fee. You must sign the application in front of the Notary Public. The date that you signed the application must match the date the Notary Public notarized the application.
- 3. Include the correct application filing fee with your application.** The application fee is listed on the introductory letter and the first page of the application. Send only a check or money order, made payable to the "Maryland Board of Physicians." (The Board does not accept credit card payments). If you submit a money order, complete all sections including your name, and save the receipt portion for your records. If you are submitting a check, make sure your name is clearly printed on the check.
- 4. Mail your application and fee to P.O. Box, 37217, Baltimore, MD 21297.** Do not mail the application to any other Board address, as this will delay the processing of the application. The Board does not accept hand-delivered applications.
- 5. Maryland law requires the Board to collect U.S. social security numbers (SSN) from all persons applying for professional licenses or certificates.** Disclosure of your SSN is mandatory. No exceptions.
- 6. You are required to submit verification of education and examination results.** Please arrange for the school or examination entity to send the documents directly to the Board. The Board does not accept copies of the diplomas or other required documents sent by the applicants themselves. The Board will accept verification of education from the National Student Clearinghouse and CeCredentials Trust.
- 7. Maryland also accepts credentials verified by the Federation Credentials Verification Service (FCVS).** For more information about the FCVS, contact them at: <https://www.fsmb.org/fcvs/>. If using FCVS, check the FCVS box on page one of the application
- 8. If you have been issued a license to practice medicine in any state or jurisdiction, please contact the applicable state board for their instructions for requesting a verification of licensure letter.** Completion of our IML7 form is not mandatory. Do not send copies of your licenses with your application. Verifications of licensure must be sent directly to the Board from the State medical board.
- 9. All applicants are required to undergo a Criminal History Records Check (CHRC), (No exceptions).** Instructions for obtaining a CHRC can be found on the Board's website at: https://www.mbp.state.md.us/forms/CHRC_Instructions_MBP.pdf.
- 10. If you have been arrested or convicted of a crime, you must submit a detailed letter of explanation, all of the relevant police reports, reference letters and, if applicable, judgments of conviction, sentencing orders, termination of probation orders and evidence of rehabilitation.** Contact the court clerk and any attorneys involved to request the file regarding your arrest or conviction.
- 11. Make sure you submit a passport-style photograph of your face and shoulders.** The Board will not accept full-sized photographs, photographs with other people, full-body photographs, photocopies of photographs, scanned photographs or photocopies of your passport. Sign your full name and print your first and last name on the reverse side of the photograph in case it becomes detached from your application.
- 12. Include a copy of your marriage certificate, divorce decree or court order if you have ever changed your name.**
- 13. Notify the Board within 30 days of any new address or change of address after you have submitted your license application.**
- 14. The Board will not discuss your application with a third party (credentialing agencies, employers, friends, relatives) unless you have completed the Optional Third Party Release.**
- 15. The Board will send you an email confirmation upon receipt of the application.** A Licensure Analyst will be assigned to your application. Once the Licensure Analyst has reviewed your application, within 10 business days you will receive a status email at the email address you provided on your application if the Board requires additional information to process your application. Please do not call the Board until after you have received a status email.
- 16. Keep a copy of your application.**



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