

MARYLAND BOARD OF PHYSICIANS
P.O. BOX 37217
BALTIMORE, MD 21297
410-764-4777; 1-800-492-6836
www.mbp.state.md.us

PHYSICIAN APPLICATION FOR INACTIVE STATUS

Instructions and Important Information for Completing the Inactive Status Application

Eligibility: To apply for inactive status, a licensee must have an **unrestricted** active license. Licensees with an expired license, restrictions placed on their license, or licenses not in good standing are not eligible to apply for inactive status.

Note:

- *An application received within 60 days prior to the September 30 license expiration date will be placed on inactive status **effective October 1**; otherwise the Board will place the license on inactive status effective immediately after the Board receives and approves of the application. Licensees will not be authorized to practice medicine once the license has been placed on inactive status.*
- *Applications received after the September 30 expiration date will not be processed and NO refunds will be issued if the application is not timely. To ensure that the Board receives your application before your license expires, please mail the application to the Board **at least 10-15 days** prior to the expiration of the license.*

1. Submit a Complete Application: A complete application consists of the following:

- a. A completed, signed and notarized application;
- b. A check or money order for **\$218.00** made payable to the Maryland Board of Physicians and mailed to:

Maryland Board of Physicians, P.O. Box 37217, Baltimore, MD 21297

- 2. Disciplinary Proceeding:** An inactive license does not deprive the Board of its authority to institute or continue a disciplinary proceeding against a licensee.
- 3. Reinstatement of Maryland Medical Licensure:** A physician whose license is on inactive status and who wishes to resume the practice of medicine in Maryland shall apply for reinstatement on a form supplied by the Board and meet all the requirements for reinstatement, including those for continuing medical education and submission of fingerprints for a criminal history records check.
- 4. Change of Name/Address:** Each licensee (including those on inactive status) must notify the Board in writing of any name or address within 60 days of the change. Failure to do so may subject you to an administrative penalty of \$100.00. (Health Occupations Article, §14-316(f), Annotated Code of Maryland)
- 5. Practicing Medicine Without a License:** A physician who does not have an active license is not authorized to practice medicine in Maryland. Any person who practices medicine in Maryland without an active license is subject to a civil fine of not more than \$50,000.00 to be levied by the Board. (Health Occupations Article, §§14-601, 606, Annotated Code of Maryland)
- 6. Certification:** Read carefully each item of the certification on the application.
- 7. Affidavit of Applicant:** Complete this section in the presence of a notary public. Make sure you and the notary public have completed this section accurately and completely.
- 8. Renewal Requirement:** A licensee whose license is on inactive status and wishes to maintain inactive status must pay the \$218.00 fee every two years. The license will expire if the physician fails to renew the inactive status for any reason.

The Maryland Board of Physicians supports the Americans with Disabilities Act and will provide this material in an alternative format to facilitate effective communication with sensory impaired individuals (for example, Braille, large print, audio tape). If you need such accommodation, please notify the Board ADA designee, Rhonda Anderson at (410)764-4777 or 1-800-492-6836. For the hearing impaired, please contact the Maryland Relay Services TTY/Voice number at 1-800-735-2258. If you have a complaint concerning the Board's compliance with the ADA, please contact Ms. Anderson.

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FOR BANK USE ONLY	
Date	_____
Check Number	_____
Amt Paid	_____
Name Code	_____
App ID: 43	
	Fee: \$218

APPLICATION FOR INACTIVE STATUS

Do not complete this application if your license is expired, restricted, or not in good standing. If you have any questions about the status of your license check your [profile page](#) or contact the Board at mbpmail@rcn.com.

1. Maryland Medical License Number:

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2. Identifying and Contact Information:

Last Name:		First Name, Middle Name/Initial:	
Date of Birth:		Home Phone Number:	
Cell Phone Number:		Email Address:	

3. Mailing Address

Street Address 1:		
Street Address 2:		
City:	State:	Zip Code:

4. Allied Health Professionals Supervised, if applicable. List the allied health professionals you supervise or with whom you have a delegation agreement or evaluation and treatment protocol. If you need more space, please attach a separate sheet. Sign and date each sheet you attach.

Name of Allied Health Professional	License Number	Profession

5. Certification: Please read this section carefully before signing your name.

I understand that:

- a. A licensee with an inactive license may not practice medicine in Maryland, prescribe medication in Maryland, or conduct peer reviews of physicians in Maryland.
- b. A person may not practice medicine in Maryland without an active medical license pursuant to Health Occupations Article, §§[14-601](#) and [14-606](#), Annotated Code of Maryland. Any person who violates this provision is subject to a civil fine not to exceed \$50,000.00.
- c. The inactive status of a license holder does not deprive the Board of its authority to institute or continue a disciplinary proceeding against a licensee.
- d. Upon issuance of inactive status, the physician's permit to dispense prescription drugs will lapse. The physician must return the permit along with this application, if applicable.
- e. A licensee on inactive status must notify the Board in writing of any change in name or address within 60 days of the change. Failure to do so may subject you to an administrative penalty of \$100.00. (Health Occupations Article, [§14-316 \(f\)](#), Annotated Code of Maryland). Address changes may be done through the Board's website. Go to Board's website to change your address or edit your profile.
- f. To change my name on my license, I can go to the Board's website and download a [name change application](#).
- g. A licensee on inactive status is required to inform the Board by electronic or first class mail of any circumstances listed in Code of Maryland Regulation [10.32.01.03H \(1\) and \(2\)](#) within 30 days of the occurrence of or notification about the circumstances.
- h. A physician whose license is on inactive status and wishes to resume the practice of medicine in Maryland must apply for reinstatement on a [form](#) supplied by the Board and meet all the requirements, including continuing medical education and submission of fingerprints for a criminal history records check.
- i. An inactive licensee may be denied restoration of active status subject to the hearing provisions of Health Occupations Article, [§14-405](#), Annotated Code of Maryland, and subject to any of the grounds listed in Health Occupations Article, [§14-404](#), Annotated Code of Maryland.
- j. An application received within 60 days prior to the September 30 license expiration date will be placed on inactive status effective October 1; otherwise the Board will place my license on inactive status effective immediately after the Board receives and approves the application.
- k. A licensee whose license is on inactive status who wishes to maintain inactive license status must complete the renewal requirement, including payment of all required fees, and failure to do so will result in license expiration.

Affidavit of Applicant:

I certify that I have personally review all sections of this application and that the information in this application is true and accurate to the best of my knowledge. This section must be completed by the licensee in the presence of a notary public. The date the licensee and notary sign the application must be the same.

Physician's Signature

Date

Print Physician's Name

State of _____ City/County of _____

Notary Public's Signature

Date of Notarization

Notary's Commission Expires on