

Step-by-Step

PHYSICIAN *Delaware* LICENSING Checklist

IMLC State?

YES

Cost

\$329

Avg.
Timeline

2-3 months

Renewal
Frequency

Biennially

DOCUMENTS TO PROVIDE

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Service Letter

- If applicable, submit a completed [Service Letter](#).
- If exempt, provide two reference letters from physicians who know you but are not related to you.

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Self-Reported NPDB Query

- Submit via the [National Practitioner Data Bank \(NPDB\)](#).

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Criminal Background Check (CBC)

- Follow instructions in the [CBC Guide](#).
- Note: This process takes at least 4 weeks.

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Delaware Child Protection Registry Consent Form

- Complete and submit the [Consent Form](#).

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Federal Credentials Verification Service (FCVS)

- Request FCVS submission via [FSMB](#).
- If not using FCVS, provide the following:
- [Verification of Medical Education Form](#)
- [Verification of Postgraduate Training Form](#).

TASKS TO COMPLETE

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Apply Online

- If using the IMLCC, apply at [IMLCC.org](#).
- If not using the IMLCC, register via [DELPROS](#).

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Submit Required Letters

- Service Letter or two reference letters from non-related physicians if exempt.

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Request NPDB Query Submission

- Complete and submit via the [NPDB Portal](#).

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Complete Background Checks

- Criminal Background Check: [Instructions here](#).
- Delaware Child Protection Registry Consent: [Complete Form](#).

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Verify Credentials

- Submit FCVS or individual forms for:
- Medical Education: [Form Link](#).
- Postgraduate Training: [Form Link](#).

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Follow Up

- Contact the Delaware Division of Professional Regulation:
 - Phone: 302-744-4500
 - Email: customerservice@dpr.delaware.gov
 - Mailing Address:
 - Cannon Building, Suite 203
 - 861 Silver Lake Blvd
 - Dover, DE 19904
- Visit the [Delaware Board Website](#).