


Step-by-Step

PHYSICIAN LICENSING Checklist



IMLC State?	NO
Cost	\$605
Avg. Timeline	2-3 months
Renewal Frequency	Biennially

DOCUMENTS TO PROVIDE

- ☐

Proof of Active, Unencumbered License
 - Verification from the state(s) where you currently hold a license.
 - Online verifications accepted.
- ☐

National Examination Scores
 - Request scores from the [Federation of State Medical Boards \(FSMB\)](#).
- ☐

Livescan Screening Results
 - Complete fingerprinting via Livescan for background screening. Visit Florida DOH Livescan Info for details.
- ☐

Practitioner Profile Information
 - Submit practitioner profile information required for public publication on the Florida Department of Health website. Visit [Practitioner Profile Guide](#) for specifics.
- ☐

Affirmative Answer Documentation (If Applicable)
 - Personal statement and supporting documents for criminal, personal, or disciplinary history questions.
- ☐

Proof of Financial Responsibility
 - Documentation showing compliance with section 456.048, Florida Statutes.

TASKS TO COMPLETE

- ☐

Verify Eligibility
 - Confirm you meet all criteria, including active practice history, no disciplinary actions, and compliance with national standards.
- ☐

Complete Livescan Screening
 - Find an approved provider and complete fingerprinting. Find Providers Here.
- ☐

Submit Application Online
 - Apply at [flhealthsource.gov](#).
 - Pay applicable fees and upload all necessary documents.
- ☐

Pay Fees
 - Application Fee: \$350 (non-refundable)
 - Initial Licensing Fee: \$350
 - Unlicensed Activity Fee: \$5
 - NICA Fee Options:
 - NICA Exempt: \$0
 - NICA Non-Participating: \$250
 - NICA Participating: \$5,000
- ☐

Request Documentation Submission
 - License Verification: Contact your state board(s) to send directly to Florida.
 - Exam Scores: Request from FSMB.
- ☐

Monitor Application Status
 - Allow up to 10 business days for initial review.
 - Respond promptly to any deficiency notices from the Board.
- ☐

Submit Additional Supporting Documents (If Needed)
 - Mail to:
 - Department of Health
 - Board of Medicine
 - 4052 Bald Cypress Way, Bin C-03
 - Tallahassee, FL 32399-3256
- ☐

License Issuance
 - Once requirements are met, license is issued within 7 days.