

# PHYSICIAN LICENSING Checklist



IMLC State?

YES

Cost

\$500

Avg. Timeline

2-3 months

Renewal Frequency

Biennially

## DOCUMENTS TO PROVIDE

- ☐ **Application Form**
  - Apply through [IMLCC](#) (if using the compact).
  - For a full GA MD license, apply via:
    - [Online Application Portal](#)
    - [PDF Application Form](#)
- ☐ **Current CV/Resume**
  - Include explanations for any gaps in dates.
- ☐ **Form B (Reference Form)**
  - [Download Form B](#)
- ☐ **Form D (Affidavit of Application)**
  - [Download Form D](#)
- ☐ **Form D2 (Affidavit for Medical Board License)**
  - [Download Form D2](#)
  - Provide a secure and verifiable ID document.
- ☐ **Form E (Malpractice Questionnaire)**
  - [Download Form E](#)
  - Include documentation of any malpractice cases if applicable.
- ☐ **FCVS Profile from FSMB**
  - Request via [FSMB FCVS](#).
  - Satisfies requirements for official medical transcripts, exam scores, and postgraduate training.
- ☐ **Self-Query from NPDB**
  - Complete via [NPDB Website](#).
- ☐ **Official License Verifications**
  - Request through [VeriDoc](#).
- ☐ **Form G (Specific Power of Attorney)**
  - [Download Form G](#) (optional if assigning someone to act on your behalf).
- ☐ **Legal Name Change Documentation**
  - Include if applicable (e.g., marriage certificate, court order).
- ☐ **Checklist for Medical License**
  - Refer to [Checklist for Medical License](#).

## TASKS TO COMPLETE

- ☐ **Decide Application Route**
  - Apply through [IMLCC](#) or directly to the Georgia Medical Board.
- ☐ **Complete Online or Paper Application**
  - Submit via the [Application Portal](#) or paper form.
- ☐ **Submit Required Forms and Documentation**
  - Upload completed forms (B, D, D2, E, and G if applicable) and required documents to the portal or mail them.
- ☐ **Request FCVS Profile**
  - Initiate a request through [FSMB](#).
- ☐ **Complete NPDB Self-Query**
  - Submit your self-query through [NPDB](#).
- ☐ **Arrange Official License Verifications**
  - Use [VeriDoc](#) to send directly to the Georgia Medical Board.
- ☐ **Check for Missing Documents**
  - Follow up with your licensing specialist as needed:
    - A-D: Katonya Reynolds – [kreynolds@chs.ga.gov](mailto:kreynolds@chs.ga.gov)
    - E-K: Dwana Robinson – [dwana.robinson@dch.ga.gov](mailto:dwana.robinson@dch.ga.gov)
    - L-P: Lauren Hughes – [lauren.hughes@dch.ga.gov](mailto:lauren.hughes@dch.ga.gov)
    - Q-Z: Deborah Bruce – [dbruce@dch.ga.gov](mailto:dbruce@dch.ga.gov)
- ☐ **Follow Up Regularly**
  - Call or email the Georgia Composite Medical Board:
    - Phone: 404-656-3913
    - Email: [medbd@dch.ga.gov](mailto:medbd@dch.ga.gov)
- ☐ **Mail Documents (if needed)**
  - Address:
    - Georgia Composite Medical Board
    - 2 Peachtree Street, NW, 6th Floor
    - Atlanta, GA 30303-3465