

# PHYSICIAN LICENSING Checklist



IMLC State?

YES

Cost

\$300

Avg. Timeline

2-3 months

Renewal Frequency

Annually

## DOCUMENTS TO PROVIDE

- ☐ **Passport-Style Photo (2x2 inches)**
- ☐ **UA Affidavit and Authorization for Release of Information (Notarized)**
- ☐ **Certificate of Ethical and Moral Character (Notarized)**
- ☐ **License Verifications**
  - Use [VeriDoc](#) where applicable.
  - For non-VeriDoc states, request manual verifications from licensing boards.
- ☐ **Criminal Background Check Documents**
- ☐ **Application Fee (Check, cashier's check, or money order)**

## TASKS TO COMPLETE

- ☐ **Choose Your Application Pathway:**
  - Via IMLC: Apply for a Minnesota MD license through the [IMLCC Portal](#).
  - Outside IMLC: Use the Uniform Application (UA) via FSMB.
    - [Uniform Application](#).
- ☐ **Complete the FCVS Profile:**
  - Submit credentials via FSMB's Federation Credentials Verification Service (FCVS).
- ☐ **Submit License Verifications:**
  - Verify licenses using [VeriDoc](#).
  - Manually request verification for states not covered by VeriDoc.
- ☐ **Submit Application Materials:**
  - Mail the notarized affidavit, Certificate of Ethical and Moral Character, and passport photo to the Minnesota Medical Board.
  - Include the application fee (via check, cashier's check, or money order).
- ☐ **Complete Criminal Background Check**
  - Follow the instructions provided by the Minnesota Medical Board.
- ☐ **Follow Up:**
  - For questions about the UA application, contact FSMB customer service:
    - Phone: 800-793-7939
    - Email: [ua@fsmb.org](mailto:ua@fsmb.org)