

PHYSICIAN LICENSING Checklist



IMLC State?

YES

Cost

\$400

Avg. Timeline

2-3 months

Renewal Frequency

Biennially

DOCUMENTS TO PROVIDE

- ☐ **Applicant's Oath**
 - Complete and notarize pages 1-2 of the [Expedited Online Application](#).
- ☐ **Proof of Legal Status**
 - Upload a photocopy of your birth certificate or U.S. passport via the [online portal](#).
- ☐ **Legal Documentation for Name Change (if applicable)**
 - Upload documentation (e.g., marriage certificate or court order) via the online portal.
- ☐ **ECFMG Certification (if applicable)**
 - Request a Certification Status Report from [ECFMG](#) to be sent to the NC Medical Board.
- ☐ **Physician References**
 - Provide two completed references from licensed physicians, emailed directly to license@ncmedboard.org.
- ☐ **Fingerprinting Cards**
 - Complete two FD-258 cards and upload the Authority for Release of Information form (page 5) from the [Expedited Online Application](#).
- ☐ **FCVS Profile**
 - Request to have your FCVS Profile sent to the NC Medical Board via [FCVS](#).

TASKS TO COMPLETE

- ☐ **Apply Online**
 - Begin your application for a full license using the [FCVS portal](#).
- ☐ **Complete Fingerprinting Requirements**
 - Submit two FD-258 cards following the instructions on pages 6-7 of the [Expedited Online Application](#).
- ☐ **Submit Required Documents**
 - Upload all required documents (e.g., proof of legal status, name change documentation) via the [online portal](#).
- ☐ **Contact References**
 - Ensure two licensed physicians complete references and email them to license@ncmedboard.org.
- ☐ **Request Certification and Profile Submissions**
 - Request ECFMG Certification (if applicable) and have your FCVS profile sent to the NC Medical Board.
- ☐ **Prepare for a Personal Interview (if required)**
 - You will be contacted by the board if an interview is necessary
- ☐ **Monitor Application Status**
 - Regularly check the status of your application via the [online portal](#).