

Step-by-Step

PHYSICIAN LICENSING Checklist

New Jersey



IMLC State?	NO
 Cost	\$325
 Avg. Timeline	2-3 months
 Renewal Frequency	Bienially

## DOCUMENTS TO PROVIDE

- ☐ **Copy of Birth Certificate or Passport**
- ☐ **Updated CV**
  - Use MM/YYYY format with start and end dates for all roles.
- ☐ **Three Passport-Style Photos**
- ☐ **Name Change Documentation (if applicable)**
- ☐ **FCVS Verification**
  - Request from the Federation Credentials Verification Service (FCVS).
  - Includes identity confirmation, medical education, postgraduate training, exam history/scores, and ECFMG certification (if applicable).
- ☐ **Loss Runs/Claims History**
  - Obtain from malpractice insurers or employers.
- ☐ **Criminal Background Check**
  - Instructions and documents will be emailed by the board after the application is submitted.

## TASKS TO COMPLETE

- ☐ **Initiate Online Application & Pay Fees**
  - [New Jersey License Portal](#).
- ☐ **Mail Required Documents to:**
  - PO Box 183, Trenton, NJ 08625-0183
  - Include:
    - Birth Certificate/Passport
    - CV
    - Photos
    - Name Change Documentation (if applicable).
- ☐ **Request FCVS Verification**
  - Submit requests via the FCVS Portal.
- ☐ **Complete Criminal Background Check**
  - Follow instructions emailed by the board.
- ☐ **Provide Loss Runs/Claims History**
  - Contact malpractice insurers to obtain the necessary records