




# PHYSICIAN *Tennessee* LICENSING Checklist

IMLC State?	YES
 Cost	\$410
 Avg. Timeline	4-6 months
 Renewal Frequency	Biennially

## DOCUMENTS TO PROVIDE

- ☐ **Passport-Size Photograph (2x2)**
- ☐ **Letter of Recommendation**
  - Two letters from medical professionals attesting to your moral character and professional capacity.
  - Must be dated within 6 months, on letterhead, and signed.
- ☐ **Declaration of Citizenship Form**
  - Complete and notarize the form: [TN Declaration of Citizenship Form](#).
- ☐ **Criminal Background Check**
  - Use IdentiGo (Service Code: 28TYXY).
  - Instructions: [TN CBC Instructions](#).
- ☐ **FCVS (Federation Credentials Verification Service) Profile**
  - Ensure your FCVS profile includes medical education, postgraduate training, and board-approved licensure exam history.
- ☐ **License Verifications**
  - Request verifications for all licenses held.
  - Use [VeriDoc](#) if applicable.

## TASKS TO COMPLETE

- ☐ **Apply for License Online**
  - Submit your application via [IMLCC Website](#).
- ☐ **Send FCVS Profile**
  - Arrange for the Federation Credentials Verification Service (FCVS) to send your profile to the TN Medical Board.
- ☐ **Submit License Verifications**
  - Request all license verifications to be sent directly to the TN Board (use [VeriDoc](#) if needed).
- ☐ **Submit Criminal Background Check**
  - Follow the instructions to complete and submit the CBC via IdentiGo ([Instructions](#)).
- ☐ **Complete Practitioner Profile Questionnaire**
  - Fill out the Practitioner Profile Questionnaire online after submitting your application.
- ☐ **Submit Letters of Recommendation**
  - Provide two signed letters on letterhead from medical professionals.
- ☐ **Submit Declaration of Citizenship**
  - Complete and notarize the [form](#) and submit it.
- ☐ **Follow Up with TN Board**
  - Contact Info:
    - Phone: 615-532-3202
    - Email: [Medical.Health@tn.gov](mailto:Medical.Health@tn.gov)
    - Address:
      - TN Board of Medical Examiners
      - 665 Mainstream Drive, 2nd Floor, Nashville, TN 37243