

PHYSICIAN LICENSING Checklist



IMLC State?

YES

Cost

\$302

Avg. Timeline

5-8 months

Renewal Frequency

Biennially

DOCUMENTS TO PROVIDE

- ☐ **Online Application & Fee**
 - Apply here: [Virginia Licensing Portal](#).
- ☐ **Examination Scores**
 - Submit scores for all 3 steps of USMLE or FLEX.
 - Option: Use FCVS Credentialing Services via FSMB.
- ☐ **Official Medical School Transcripts**
 - Send directly to med-medbd@dhp.virginia.gov or via FCVS Credentialing Services (FSMB).
- ☐ **Postgraduate Training Documentation**
 - Submit a Certificate of Completion or Program Director's Letter of Completion (for training within the last 5 years) to med-medbd@dhp.virginia.gov.
- ☐ **Employment Activity**
 - Complete and submit this form: [Virginia Supplemental Form](#).
- ☐ **License Verifications**
 - Official license verification must be sent directly from all state boards to med-medbd@dhp.virginia.gov.
- ☐ **NPDB Self Query**
 - Complete the query at [NPDB Self Query](#) and have it emailed to med-medbd@dhp.virginia.gov.
- ☐ **Name Change Documentation (if applicable)**
 - Submit supporting documents for name changes.

TASKS TO COMPLETE

- ☐ **Apply Online**
 - Complete your application and pay the fee: [Virginia Licensing Portal](#).
- ☐ **Submit Examination Scores**
 - Request scores to be sent directly from USMLE/FLEX or use FCVS Credentialing Services.
- ☐ **Provide Transcripts**
 - Have your medical school send transcripts to med-medbd@dhp.virginia.gov.
- ☐ **Postgraduate Training Documentation**
 - Request your training institution to send a Certificate of Completion or Program Director's Letter to med-medbd@dhp.virginia.gov.
- ☐ **Complete Employment Activity Form**
 - Download and submit the [Virginia Supplemental Form](#).
- ☐ **Verify Licenses**
 - Contact each state licensing board where you hold a license and request them to send verifications directly to med-medbd@dhp.virginia.gov.
- ☐ **Submit NPDP Query**
 - Complete your self-query at [NPDB Self Query](#) and email the certified report to med-medbd@dhp.virginia.gov.
- ☐ **Address Reciprocity (If Applicable)**
 - For MD/DC license holders: Review instructions here: [Reciprocity Guide](#).
 - Submit your NPDB Self Query to VABOMReciprocityVerification@dhp.virginia.gov.
- ☐ **Contact Information**
 - Virginia Board of Medicine
 - 9960 Mayland Drive, Suite 300
 - Henrico, VA 23233
 - Phone: 804-367-4600
 - Email: medbd@dhp.virginia.gov