

# Step-by-Step PHYSICIAN LICENSING Checklist



IMLC State?

YES

Cost

\$400

Avg.  
Timeline

2-3 months

Renewal  
Frequency

Biennially

## DOCUMENTS TO PROVIDE

- ☐ **Uniform Application (UA)**
  - Apply online via [FSMB Uniform Application](#).
- ☐ **UA Addendum 1**
  - Download and complete Addendum 1 from page 10 of the [instructions](#).
- ☐ **Notarized Affidavit and Release Form**
  - Complete the Affidavit and Authorization for Release of Information on page 16 of the [instructions](#).
  - Attach a recent 2x2 passport-style photo.
- ☐ **FCVS Profile**
  - Request the Federation Credentials Verification Service (FCVS) to send your profile directly to the West Virginia Medical Board.
  - FCVS Portal.
- ☐ **License Verifications**
  - Request license verifications for all held licenses to be sent directly to the WV board.
  - Use [VeriDoc](#) if applicable.
- ☐ **Self-Query Report**
  - Submit a Self-Query Report from the National Practitioner Data Bank (NPDB) to the WV board.
  - [NPDB Self-Query](#).
- ☐ **Criminal Background Check**
  - Complete the background check:
  - Use [IdentiGo](#) if outside WV.
  - Follow details provided on the WV Board website: [WV Criminal History Information](#).

## TASKS TO COMPLETE

- ☐ **Apply for West Virginia Medical License via IMLC**
  - Begin the process at [IMLCC](#).
- ☐ **Submit Uniform Application (UA)**
  - Complete and submit the UA online via the [FSMB Portal](#).
- ☐ **Send FCVS Profile to WV Board**
  - Request and verify your medical education, training, and exam history through FCVS.
- ☐ **Complete Addendum and Affidavit Forms**
  - Submit Addendum 1 and the Notarized Affidavit with a 2x2 photo.
- ☐ **Submit License Verifications**
  - Arrange for all held licenses to be verified and sent to the WV board (via [VeriDoc](#) if applicable).
- ☐ **Send NPDB Self-Query Report**
  - Request and send the report directly from [NPDB](#).
- ☐ **Complete Criminal Background Check**
  - Use [IdentiGo](#) or other methods as instructed.
- ☐ **Follow Up with WV Board**
  - Address: 101 Dee Drive, Suite 103, Charleston, WV 25311
  - Phone: 304-558-2921
  - Fax: 304-558-2084