

Commonwealth of Massachusetts - Board of Registration in Medicine

CHECKLIST FOR FULL LICENSE APPLICANTS

The checklist below “✓” identifies the forms required for U.S. graduates and international graduates (IMG). Please use the checklist as a guide in completing your license application forms. The Board will not accept documents if the seal on the envelope has been opened. The entire license packet will be returned to you and then you will be required to repeat the process.

GENERAL REQUIREMENTS

Description of Form	U.S. Grad	IMG	Mail to:
Application Fee	✓	✓	Board of Registration
Full License Application	✓	✓	Board of Registration
Curriculum vitae	✓	✓	Board of Registration
Medicare Tax Form	✓	✓	Board of Registration
Authorization Release form	✓	✓	Board of Registration
Supplement to Application	✓	✓	Board of Registration
Malpractice History Form	✓	✓	Board of Registration
Medical School Diploma		✓	Board of Registration
ECFMG Certificate		✓	Board of Registration

FORMS THAT YOU MUST REQUEST TO BE RETURNED TO YOU

Description of Form	U.S. Grad	IMG	Mail to:
Moral and Professional Character	✓	✓	Certifying physician
Postgraduate Verification	✓	✓	Training program director
Evaluation Form	✓	✓	Chief of Service/Program Director
State License Verification	✓	✓	Current & past state license boards
National Practitioner Data Bank	✓	✓	National Practitioner Data Bank

FORMS YOU MUST REQUEST FROM PRIMARY SOURCE TO BE SENT DIRECTLY TO THE BOARD

Description of Form	U.S. Grad	IMG	Mail to:
Medical Education Verification	✓	✓	Medical school dean
USMLE or FLEX	✓	✓	Federation of State Medical Boards
NBME	✓	✓	(NBME)National Bd. Medical Examiners
Osteopathic Board Examination	✓	✓	Osteopathic Board
License based on LMCC	✓	✓	Registrar, Medical Council of Canada
FLEX/State Examination	✓	✓	State examination board
ECFMG Status Report		✓	ECFMG
AMA Profile	✓	✓	AMA (American Medical Association)
Malpractice history from carriers	✓	✓	Current and past liability carriers
Legal court documents	✓	✓	Attorney or relevant liability carries

The instructions for all of the above documents are explained in the full license instructions booklet.

MAKE A COPY OF YOUR FULL LICENSE APPLICATION AND SUPPLEMENT BEFORE MAILING