

APPLICATION CHECKLIST

Before sending your Reactivation From Retirement Application to the Board for processing, please refer to this checklist to ensure that you have provided all required documentation. Processing of your application may otherwise be delayed.

HAVE YOU

- Downloaded and included all pages of the license application?
- Enclosed a check in the amount of \$600.00 made payable to the Commonwealth of Massachusetts?
- Read the instructions, answered every question, signed the application and Authorization for Release of Information and enclosed a check for \$600.00 made payable to the Commonwealth of Massachusetts?
- Completed and enclosed the supplemental form if you answered "yes" to any question on the supplement?
- Completed and enclosed a copy of the malpractice history report if you answered "yes" to questions #10-A or 10-B and sent a copy to your liability carriers for the past ten (10) years?
- Downloaded the National Practitioner Data Bank (NPDB) Self Query form from the NPDB website at www.npdb.com and followed the instructions for a self query? Please note that the Data Bank form must be signed in the presence of a notary public and notarized before mailing.
- Followed the instructions for requesting the American Medical Association (AMA) Profile from the website at www.ama-assn.org. The AMA Profile will be mailed directly to the Board.
- Included the unopened Data Bank profile with your license application before mailing it to the Board?

IF THE SEAL ON THE DATA BANK PROFILE ENVELOPE IS BROKEN, IT WILL NOT BE ACCEPTED BY THE BOARD.