

PLEASE NOTE

To obtain a self-query Data Bank form, please go to the National Practitioner Databank web page at www.npdb-hipdb.com and complete the self-query form on-line. Follow the self-query instructions carefully. After completing the self-query form, you must print a hard copy and have it notarized. **Please note that the date of your signature and notary date must be the same, otherwise the self-query form will be returned to you--this will delay the processing of your full license application.** The self-query fee is listed on the form and payable by credit card only DO NOT SEND A CHECK OR MONEY ORDER. The Data Bank accepts the following credit cards only: Visa, MasterCard or Discover. Please remember to include your credit card number and expiration date.

WHEN YOU RECEIVE YOUR DATABANK PROFILE, DO NOT OPEN THE ENVELOPE. YOU MUST MAIL IT DIRECTLY TO THE BOARD. IF THE DATA BANK ENVELOPE IS OPENED, IT WILL BE RETURNED TO YOU AND YOU WILL BE REQUIRED TO REPEAT THE PROCESS AND PAY AN ADDITIONAL FEE OF \$10.00. PROCESSING TIME FOR A NEW DATA BANK PROFILE IS 4 WEEKS.

If you have any questions, you may call the National Practitioner Data Bank at 1-800-767-6732.