



MISSISSIPPI STATE BOARD OF MEDICAL LICENSURE

For Every Patient. For Every Provider. For Every Mississippian.

MD/DO & DPM Licensure Application Instructions

These instructions apply to all MD, DO, and DPM licensure application types: **Permanent, Administrative, and Restricted Temporary**. Where requirements differ by license type, the differences are noted.

IMPORTANT

Upon submission of an application for licensure to the Board, the applicant shall promptly provide all information deemed necessary by the Board to process the application, including, but not limited to, certification of graduation from medical or podiatry school, photograph of applicant, internship certificate, and birth certificate. The Board shall have a reasonable period within which to collect and assimilate all required documents and information necessary to issue a license.

Online Application Timeline

Your online application stays active for 90 days from the date the Board receives each verification from an outside institution. Each new verification received resets the 90-day window, up to a maximum of 365 days total from the date of submission.

It is the applicant's responsibility to ensure that all required verifications are requested from the outside institutions and sent to the Board in a timely manner.

For the purposes of this rule:

- **Date of submission** means the date the applicant submits the completed online application to the Board.
- **License issued** means the date the Board officially approves the application and issues the license.

If the application is not completed and the license is not issued within 365 days of the date of submission, the application will be considered null and void. A new application must then be submitted, along with all required fees and certifications.

Under no circumstances will the 365-day time limit be waived.

License Issuance

For licenses issued by the Board prior to March 31, the applicant will be charged for, and will receive, an active license that expires on June 30 of the current year.

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www.msbml.ms.gov

For licenses issued by the Board on or after April 1, the applicant will be charged for, and will receive, an active license that expires on June 30 of the following year.

Application Progress

Once an application has been submitted, the applicant may track progress through [MELS](#) (Mississippi Enforcement and Licensure System).

Incomplete Application Fee

A one-time \$50.00 fee will be assessed if MSBML staff discover during application review that the application is not complete. This includes, but is not limited to:

- Any public record not disclosed on the application (for example, prior name changes or prior arrests)
- Unreported segments of training (for example, training completed in part at one facility and in part at another must list both facilities and the time spent at each)

For any questions, email mboard@msbml.ms.gov.

Refund Policy

No refunds will be issued under any circumstances.

Questions

Questions regarding applications may be directed to the licensing professional at: mboard@msbml.ms.gov

Email subject line must be in the following format to ensure a smoother process: License Type + Applicant's Full Name

Please Note (MD/DO Only)

The Board accepts as primary source verification the Federation Credentials Verification Service (FCVS) which is received from the Federation of State Medical Boards (FSMB). For additional information on this service, please contact FSMB at www.fsmb.org.

Items Submitted by the Applicant

Submit the following items upon completion of the online application and fees. All documents received become the property of the Board and will not be returned.

Use the checkbox beside each item to track what you have submitted.

A. Birth Certificate or Passport.

Applicant shall submit a certified copy or notarized copy (see Notary Guidelines and Form) of original birth certificate or other certification. In the event the name of the applicant differs from the name reflected on the applicant's birth certificate or other certification, the applicant shall submit evidence satisfactory to the Board that establishes the true identity of the applicant (legal name change, marriage certificate, divorce decree, etc.).

B. Medical or Podiatry School Diploma.

Applicant shall submit a copy of the original medical or podiatry school diploma. Document should be uploaded via [MELS](#) (Mississippi Enforcement and Licensure System).

C. Driver's License.

Applicant shall submit a copy of current driver's license. Document should be uploaded via MELS (Mississippi Enforcement and Licensure System).

D. Translated Foreign Language Documents.

Any document required to be submitted to the Board by the applicant which is not in the English language must be accompanied by a certified translation thereof into English by a recognized translator. The Board will accept a notarized copy (see Notary Guidelines and Form) of certified translation. U.S. medical schools may submit original and translated medical school diplomas on behalf of an applicant.

E. Affidavit and Perpetual Release Form.

Applicant shall carefully read the oath of the truthfulness of information supplied in this form, which gives consent to release information to and from the Board. Applicant must sign and notarize (see Notary Guidelines) this form. A copy of this form must be included with each hospital privilege form sent to a hospital. The ORIGINAL "Affidavit and Perpetual Release of Information" form must be mailed to the Board.

F. Administrative Statement (Administrative License Only).

Applicant must sign and have notarized an administrative statement which attests the applicant will and shall not provide medical or clinical services to or for patients while in possession of an administrative license in the State of Mississippi.

G. Photograph.

Applicant must provide a passport-type photograph taken within the last sixty (60) days in two forms:

- Physical: wallet-sized, attached to the Affidavit and Perpetual Release of Information form. Informal snapshots will not be accepted.
- Electronic: uploaded via MELS (Mississippi Enforcement and Licensure System).

See the MSBML Photograph Guidelines.

H. Applicant Fingerprints.

Applicants may submit fingerprints by one of the following methods:

- FD-258 fingerprint cards. The Board will mail two cards to the address the applicant supplies at submission, or the applicant may obtain cards directly from a local law enforcement agency or other fingerprinting service provider. Complete the cards at the provider and return them to the Board.
- LiveScan at MSBML. If this option is selected, the Board will contact the applicant once the application has been reviewed and approved to schedule a LiveScan fingerprinting appointment

Verifications to Be Requested by the Applicant

Primary source verifications are required.

Verifications will only be accepted if sent directly from the institution to the Board.

A. Appendix A (Education Certification).

Applicant shall send this form to each podiatry school attended and request the school to forward the completed form to the Board.

B. Appendix B (Post-Graduate/Podiatry Training Certification).

Applicant shall send this form to the institution(s) where he or she attended his or her internship, residency, and/or fellowship and request the institution to forward the completed form to the Board. For a postgraduate training program that may be closed, the Board recommends the applicant contact the Federation of State Medical Boards (FSMB). GME records for closed programs at www.fsmb.org/closed-programs/.

C. Appendix C (Activity Certification).

Applicant must account for all time since graduation from medical or podiatry school. All activities following medical or podiatry school and training must be accounted for. Each activity for the past five (5) years must be verified by the institution. Applicant shall send this form to the institution where activities were performed. The Board may, at its discretion, request additional verification of activities beyond five years. Activities which occurred outside of the U.S. or Canada do not require verification.

D. Appendix D (State Medical Board Licensure Certification).

Applicant must contact each state in which he or she holds or has held a license to practice medicine or podiatry. Appendix D may be used for states requiring written requests. The Board also accepts licensure certifications processed through VeriDoc at: www.veridoc.org.

E. Appendix E (Staff Membership Certification).

Applicant shall request verification of hospital or staffing privileges he/she currently holds or previously held within the past five (5) years to be submitted directly to the Board. The Board may, at its discretion, request additional verification of hospital or staffing privileges beyond the 5 years. Privileges held outside of the U.S. or Canada do require verification.

F. Appendix F - DPM Only (APMA College Verification).

Applicant must complete the “APMA College Verification” form and submit it to the American Podiatric Medical Association, along with a check or money order in the amount of \$15.00, and have the APMA return a membership verification directly to the Mississippi State Board of Medical Licensure.

G. Appendix F – MD/DO Only (Fifth Pathway Certification).

Permanent License Only. Applicant shall send this form to each Fifth Pathway institution where the applicant attended and request the institution to forward the completed form to the Board. This only applies to applicants who completed the Fifth Pathway prior to December 31, 2009.

H. Military Records.

If the applicant served in any branch of the military (during or after medical or podiatry school), the applicant must request a DD-214 Form or its equivalent to be sent to the Board. The Board will accept a notarized copy of the DD-214 Form from the applicant (see Notary Guidelines and Form). If the applicant is active-duty military, applicant must request a letter of standing to be submitted by his or her commanding officer to the Board via email or mail.

I. Examination Report.

MD/DO: If the applicant took the FLEX, SPEX, or USMLE, applicant must request transcript from the FSMB to be sent to the Board at: www.fsmb.org/transcripts. If the applicant took the COMLEX or COMVEX, applicant must request transcripts from the NBOME at: www.nbome.org/scores-transcripts/reports-transcripts.

DPM: If applicant took PM Lexis/Part III, request transcripts from the Federation of Podiatric Medical Boards at: www.fpmb.org.

J. NBME Certification for MD/DO Only.

If the applicant is a Diplomate of the NBME, applicant must request a transcript of certification to be sent to the Board at: www.usmle.org/transcripts.

K. NBOME Certification for MD/DO Only.

If the applicant is a Diplomate of the NBOME, applicant must request a transcript to be sent to the Board at: www.nbome.org/exams-assessments/exam-faqs.

L. State Board Examination for MD/DO Only (pre-March 1973).

Any applicant who took a state board examination prior to March 1973 must request copies of his or her examination from the state in which he or she took the examination to be sent to the Board.

M. LMCC Certification for MD/DO Only.

If applicant took the LMCC, applicant must request a statement of registration to be sent to the Board at: mcc.ca/examinations.

N. ABMS/AOA Certification for MD/DO Only.

If it has been 10 years or more since an applicant has taken a medical licensing examination, the applicant must have current certifications through one of the American Board of Medical Specialties or American Osteopathic Boards. Verification of certification is obtained by the Board. If the Board is unable to verify certification, the applicant will be required to submit this information as primary source.

O. ECFMG Verification for MD/DO Only.

If the applicant is a graduate of an international medical school, the applicant must request a status report from the ECFMG at: www.ecfmg.org.

P. Residency Training Verification – DPM Only

Applicant must request Residency Training Verification from The Council on Podiatric Medical Education (CPME) at: <https://www.cpme.org/>.

Q. NBPME Certification for DPM Only.

If applicant is a Diplomate of the National Board of Podiatric Medical Examiners, applicant must request a transcript to be sent to the Board at: apmle.com.

R. Disciplinary Report for DPM Only.

Applicant must request a disciplinary report from the Federation of Podiatric Medical Boards to be sent to the Board at: fpmb.org.