

■ OFFICE RELOCATION NOTICE

Current Address: 1867 Crane Ridge Drive, Suite 200-B, Jackson, MS 39216

New Address: The Atrium Building, 805 S. Wheatly Street, Suite 600, Ridgeland, MS 39157

MSBML will be relocating soon. Please add the new address as a redirect address on all mailings.

(601) 987-3079

WWW.MSBML.MS.GOV

Permanent Medical Licensure Reinstatement Application Instructions

IMPORTANT

Any physician, osteopath, podiatrist, or physician assistant not practicing in Mississippi who allows his/her license to lapse by failing to renew the license within 12 months may be reinstated by the board on satisfactory explanation for the failure to renew, by completion of a reinstatement application and upon payment of the arrearages of renewal fees.

Prior to the reinstatement of a license, any licensee who has not actively practiced for a three (3) year period shall be required to participate in a Board approved physician assessment program and/or clinical skills assessment program to assure post-licensure competency. A physician, osteopath, podiatrist, and physician assistant shall be deemed to have not “actively” practiced medicine if during said three (3) year period, the physician has not treated any patients for remuneration, other than friends and family. This requirement does not apply to those licensees who perform charity work or work in research. For a list of Board approved programs visit this link:

<https://www.msbml.ms.gov/sites/default/files/Approved%20Competency%20facilities.pdf>

The application fee is \$250 and is non-refundable. If the application is approved for license reinstatement, the applicant will then be required to pay arrearages of renewal fees for the years since expiration (up to a maximum of 5 years), plus the current year. In addition, the applicant will be assessed a fine of Twenty-five Dollars (\$25) per year, plus an additional fine of Five Dollars (\$5) for each month that the license remains delinquent.

The initial \$250.00 application fee will be deducted from the arrears due.

For reinstatements submitted after April 1, the applicant will be charged for, and will receive an active license that expires on June 30 of the current year.

Once an application has been submitted, the application progress may be reviewed via the applicant’s Licensure Gateway. Applicants can use the following website address to login and access their Licensure Gateway account: <https://gateway.msbml.ms.gov>.

Refunds WILL NOT be issued under any circumstances.

Questions regarding reinstatement applications may be directed to the licensing professional at the following email address: licofficer4@msbml.ms.gov

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Items submitted by the applicant

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

(A) Affidavit and Perpetual Release Form. Applicant shall carefully read the oath of 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 guide**) this form. A copy of this form must be included with each hospital privileges form sent to a hospital. **The ORIGINAL “Affidavit and Perpetual Release of Information” form must be mailed to the Board.**

(B) Mississippi Practice Plans. Applicant must provide an explanation regarding their practice plans in the State of Mississippi should his or her application for reinstatement is approved. Practice Plans may be emailed to licofficer4@msbml.ms.gov.

(C) Photograph. Applicant must attach a photograph taken within the last sixty (60) days to the date of the Affidavit and Perpetual Release of Information form. This should be a wallet-sized, passport-type photograph attached to the Affidavit and Perpetual Release of Information form. Informal snapshots will not be accepted. (**See Photograph Guidelines**)

(D) Electronic Photograph. Applicant must also provide an electronic, passport-type photograph taken within the last sixty (60) days. Photo must be uploaded via the Licensure Gateway. (**See Photograph Guidelines**)

(E) Applicant Fingerprints. If an applicant’s license has lapsed for five (5) years or more, he or she is required to submit fingerprints. **The Board may, at its’ discretion, require fingerprints for applicants whose license has lapsed less than five (5) years.** Applicant may submit fingerprints via three ways:

- a. **Two Standard FD-258 fingerprint cards will be mailed to the address the applicant supplies when the application is submitted. The applicant may have the cards completed at their local law enforcement agency, or other fingerprinting service provider for processing and return them to the Board.**

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- b. Some law enforcement agencies and other fingerprinting service providers will provide the Standard FD-258 fingerprint cards. Once completed, the applicant should submit the completed cards to the Board.**
 - c. LiveScan prints can be completed at MSBML. If an applicant selects this option, he or she will be contacted by the Board, once the application has been reviewed and approved by the Board for licensure, to schedule a LiveScan fingerprinting appointment.**
- (F) Reinstatement Fees.** Upon the Board's approval of an application for reinstatement, the applicant will be required to submit payment of the arrearages for the previous five (5) years plus the current renewal year. This fee also includes an annual late fee of \$25.00 per year, plus an additional fine of \$5.00 for each month that the license remains delinquent. The initial application fee of \$250.00 will be credited to arrears due.

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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. Do not have institutions send verifications back to the applicant or other third party. Board policy requires original documents from primary source. Verifications may be returned to the Board via email or mail. **Email is preferable.**

- (A) **Appendix A.** Applicant must contact each state in which he/she holds or has held a license to practice medicine to determine the best method of having licensure verification submitted to the Board. This includes active and inactive licenses. Appendix A may be used for states requiring written requests. The Board also accepts licensure certifications processed through VeriDoc at: <https://www.veridoc.org.index.aspx>. Here is another helpful link made available by the FSMB for physicians on how to obtain license verifications from state medical boards: <https://www.fsmb.org/siteassets/ua/x-pdfs/licensure-verification-information.pdf>.
- (B) **Appendix B.** Applicant must account for all time since the issuance of his or her Mississippi Medical License. All activities following the issuance of his or her Mississippi Medical License 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 the 5 years. Activities which occurred outside of the U.S. or Canada does not require verification.**
- (C) **Appendix C.** 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 does require verification.**
- (D) **DPM Applicants Only.** Reports from Council on Podiatric Medical Education (CPME), National Board of Podiatric Medical Examiners (NMBPE), and (American Podiatric Medical Association (APMA) should be requested and sent directly to the Board.