

■ 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

DPM Instructions for Completing the Permanent Licensure Application

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 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 medical license. If, after submitting an application for medical license, an applicant has failed to respond or make a good faith effort to pursue licensure for a period of **three (3) months**, the application will be considered null and void, and the applicant will have to reapply for licensure, including, but not limited to, all fees, application and certifications. Additionally, if after one year from the date of receipt of application, applicant has not received a medical license, the application will be considered null and void, and applicant will have to reapply for licensure, including, but not limited to, all fees, application and certifications. **Under no circumstances will the one-year time limit be waived.**

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>. **No refunds will be issued under any circumstances.**

Questions regarding applications may be directed to the licensing professionals at the following email addresses. If the last name begins with:

A-G: licofficer1@msbml.ms.gov

H-P: licofficer2@msbml.ms.gov

Q-Z: licofficer3@msbml.ms.gov

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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.

- (A) **Birth Certificate or Passport.** Applicant shall submit a **certified copy** or **notarized copy** (***see notary guide and notary 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, etcetera).
- (B) **Podiatry School Diploma.** Applicant shall submit a copy of the original medical school diploma. **Document should be uploaded via the Licensure Gateway.**
- (C) **Driver's License.** Applicant shall submit a copy of current driver's license. **Document should be uploaded via the Licensure Gateway.**
- (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 guide and notary form***) of certified translation. U.S. Medical Schools may submit original and translated medical school diplomas on behalf of an application.
- (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 guide) 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) **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***)
- (G) **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***)

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(H) Applicant Fingerprints. 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.**
- 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.**

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

(B) Appendix B. Applicant shall send this form to the institution(s) where he/she completed his/her internship, residency and/or fellowship and request the institution to forward the completed form to the Board.

(C) Appendix C. Applicant must account for all time since graduation from podiatry school. All activities following 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 the 5 years. Activities which occurred outside of the U.S. or Canada does not require verification. Further, the Board reserves the right to assess a \$50.00 fee for any application that is determined to be incomplete (i.e., not accounting for all time and activities).**

(D) Appendix D. Applicant must contact each state in which he/she holds or has held a license to practice podiatry to determine the best method of having licensure verification

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submitted to the Board. This includes active and inactive licenses. Appendix D may be used for states requiring written requests.

(E) Appendix E. 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.**

(F) Appendix F. Applicant must complete the "Request for College Verification" form and submit to the American Podiatric Medical Association, along with a check or money order in the amount of \$15.00 and have the APA return to the Mississippi State Board of Medical Licensure a membership verification.

(G) Residency Training Verification. Applicant must request Residency Training Verification from The Council on Podiatric Medical Education (CPME) at: [https://www.cpme.org/Applications/Forms/FormDisplay.aspx?FormID=103527&preview=1&RDtoken=52294&userID=.](https://www.cpme.org/Applications/Forms/FormDisplay.aspx?FormID=103527&preview=1&RDtoken=52294&userID=)

(H) Examination Report. If applicant took PM Lexis/Part III, applicant must request transcripts from the Federation of Podiatric Medical Boards to be sent to the Board at: [https://www.fpmf.org/orderreports/.](https://www.fpmf.org/orderreports/)

(I) Disciplinary Report. Applicant must request a disciplinary report from the Federation of Podiatric Medical Boards to be sent to the Board at: [https://www.fpmf.org/orderreports/.](https://www.fpmf.org/orderreports/)

(J) NBPME Certification. 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: [https://www.apmle.com/tools-downloads/request-scores/.](https://www.apmle.com/tools-downloads/request-scores/)

(K) Military Records. If the applicant served in any branch of the military (during or after medical 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 guide and notary 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.