Tips for Completing the Minnesota Medical License Application

Because there are several steps to the licensure application process, use this as a guide along with the instructions in the application to walk through the steps for obtaining your MN medical license. If you have questions, please contact Tisha Doherty at 507-284-2952 or doherty.tisha@mayo.edu.

For incoming trainees who meet the full licensure requirements start the full license process ASAP. Due to the influx of applications that the board receives February thru April, if you can submit your application prior to February 1st please do so. Fingerprints should be submitted by April 1st and your full license must be issued by May 15th of your appointment year.

For incoming PGY2 trainees, complete your application in February or as soon as you are appointed if after February. Your application must be dated within 6 months of the issuance of your license. Since your license cannot be issued until July you should not complete your application until February. Your application must be received by the MN board by April 1st and issued prior to August 1st of your appointment year. Fingerprints must be submitted by May 15th.

Once your application is received by the MN board you will be emailed fingerprinting instructions from the Criminal Background Check office within 2-5 days. If you do not receive the email, contact the MN Board (612-617-2130). Further details for the fingerprinting piece can be found at the bottom of this guide. The Fingerprints MUST be completed and sent to the CBC office. It takes 3-4 weeks for the CBC to process your fingerprints and your full license cannot be issued until fingerprints are processed, it is imperative that you complete these timely.

Failure to complete these steps and or failure for your full license to be issued by the dates above could result in disciplinary action and or delay in starting your program.

MCSGME will provide reimbursement of licensure fees. MCSGME will NOT reimburse for the initial set up fee for FCVS. You can use FCVS, but it is NOT reimbursable. Keep a copy of all receipts and check/money order, as receipts are required for reimbursement.

For Incoming trainees who will be starting, reimbursement instructions will be emailed to you once you start your program. Access to the Concur system is needed to submit/process reimbursements and this does not happen until you start.

The Physician online application is found here: https://mn.gov/boards/medical-practice/licensing/applicants/apply/

1. Select Register in the New User option
   Complete the required information.
   Select Next
2. Follow the steps outlined to set up an account
3. Login using the login you just created
4. In the General Box Select Apply for a License
5. Under Type select Physician and Surgeon
   Under Basis select the exam type you have taken (USMLE, COMLEX, LMCC) etc.
6. Complete the acknowledgement portion.
   Click Continue
7. Name: Use your legal name as it is on your social security card.
   Enter all required information
   • Make sure you enter an email address as this is where the board will send fingerprint instructions to.
   • For the Designated and Business address list: 200 First ST SW Rochester, MN 55905
   ** DO NOT CHECK: I certify that I am not currently in the workforce, and I don't have a business address related to my practice.
   • For the Private address list your personal address.
   • Enter your phone number, you can enter multiple phone numbers. You can list your personal phone and then also list the main Mayo Clinic phone number and select this one as designated, for this list 507-284-2511 or you just list the Mayo Clinic phone number as the designated.
8. Enter military information
9. Enter your medical school information
10. Enter in your post graduate training information
11. Enter in your exam information and dates
12. Enter in your license information

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• In addition to entering your license information: If you have had any type of MD/DO permit/license in the U.S., go to VERIDOC and request verification to be sent to the MN Board. [https://www.veridoc.org/](https://www.veridoc.org/)
• If you have only had a residency permit in MN, verification is not required to be sent to the board.
• If you do not see a permit/license listed in VERIDOC for a permit or license that you have/had, it may be that the state you had the permit/license in does not use VERIDOC. In that case, go to that board’s respective website and request that verification be sent to the MN Board. The MN Board requires verification for all types of medical licenses held, this means other types of licenses as well even if they are expired. Please go to that respective boards website if you hold or have held another type of medical license as the board will require verification of it. International Licenses do not need to be verified.

13. Enter in your board certification/s information if this pertains
14. Enter Criminal Convictions information if it applies
Answer all the criminal conviction questions

Supporting Documents
The following supporting documents must be uploaded to your application.
The board may update these documents periodically without MCSGME knowing and the links below may break, please follow the instructions and forms within the application. This is only a guide, whatever is listed in the application supersedes this guide.

1. Medical school diploma
2. Postgraduate training completion certificate (if issued)
3. Copy of current government issued photo ID
4. Facility list form
   a. Generally, as a resident you do NOT have privileges unless you moonlight. If you do not have privileges:
      i. Enter NONE under Current Privileges
      ii. Enter NONE under Past Privileges
      iii. Print, sign, and date the form.
      iv. If you have/had privileges, complete the form as instructed.
5. Malpractice history report form
   a. If no malpractices suits, enter NONE in the 2nd section in the Disposition field.
   b. Print, sign, and date the form.
6. Malpractice liability claims information form (if applicable)
   a. If no malpractice claims, you do not need to complete or return this form.
   b. If you have claims complete the form as instructed.
7. Malpractice supporting documentation (if applicable)
8. Supporting documentation related to affirmative response to attestation question and/or criminal conviction (if applicable)
9. Name change documentation (if applicable)
10. Certificate of ethical and moral character form
    a. This form needs to have your photo attached and be notarized. Most banks have a notary on staff, you can also find notaries at your local UPS, or some government agencies. If you are a current Mayo Clinic trainee, you can use the Mayo Clinic concierge service for notary services by calling 53(8-8438).
11. Affidavit and release form
    a. This form needs to be notarized as well.
12. Documentation of your current military status (if active duty) or discharge papers (DD Form 214) (if applicable)
   a. Complete a Self-Query, select Personal Query and upload query result report to your application.

The following documents are required to be received by the board as well:
1. Exam transcript (obtain from FSMB, NBOME, or other entity)
   a. Log into FSMB/NBOME or other site that pertains and have an official transcript sent of all your exams (USMLE, COMLEX, MCCQE) directly to the MN Board.
      i. If you do not have scores for all steps of USMLE or COMLEX exams, wait to request transcripts until all scores are available. You should still submit the license application to the board now and send your scores when you get the Step 3 results. (Keep a receipt for this fee if you want to be reimbursed.)
2. **Direct verification of medical school**
   a. Complete the top portion of the form and email the form to your medical schools’ registrar. Your medical school needs to send this form directly to the MN Board.

3. **Direct verification of postgraduate training**
   a. Complete the top portion of the form and follow the steps outlined below.
      i. If you have completed training outside of Mayo Clinic send the form to your program or post graduate school office to complete. (a form is needed for each post graduate training school you have completed or which you are currently enrolled in. (International training does not require verification.)
      ii. If you have or are currently in a training program at Mayo Clinic complete the following steps:
         a. Complete the top portion of the form (only one form needs to be submitted even if you have completed more than 1 year of training at Mayo Clinic):
            - Print Name, birthdate, last 4 of SSN, sign, date, list training dates.
         b. Complete the following information listed under the middle section
            - List your name in the Name of Applicant field exactly as you did in the top section
            - For name of Hospital or Institution: Mayo Clinic School of Graduate Medical Education
            - Location: 200 First Street SW, Rochester, MN 55905
         c. Complete the following located at the bottom of the form under Completed by Program Director or GME:
            - Phone: 507-538-7129
            - Fax:507-538-0771
            - Email: msgmeverification@mayo.edu
         d. Submit the form to the following link: [https://college.mayo.edu/academics/residencies-and-fellowships/contact-and-verifications/verification-request-form/](https://college.mayo.edu/academics/residencies-and-fellowships/contact-and-verifications/verification-request-form/)
         e. The Authorization form linked in the instructions needs to be completed.
            - Enter first name, last name, grad. year, for requester contact information enter your information. Verification type: select state licensing board form.
         f. Upload both the authorization form and MN board verification form
            - NOTE: The verifications team cannot send this form to the MN Board until June 30th, but please submit this form now and the verifications team will hold this and send it in June.

4. **Direct verification of ECFMG (International graduates)**
   a. [https://cvsonline2.ecfmg.org/](https://cvsonline2.ecfmg.org/)

   If you are using FCVS, the following items will be covered in your packet, and you do not need to submit them:
   1. Exam transcript
   2. Direct verification of medical school
   3. Copy of medical school diploma
   4. Direct verification of postgraduate training (only accredited programs)
   5. Direct verification of ECFMG (if applicable)
   6. NPDB self-query report

**Payment:**
Make payment using a credit card. Keep a receipt for reimbursement.

**Criminal Background Check/Fingerprinting:**
The MN Board requires a Criminal Background Check/Fingerprinting. This is a separate process from the background check you need to complete for Mayo Clinic.

Once the MN Board receives your application, you will receive a packet of information regarding the criminal background check process to the email address you provided on the application. Please watch for this email. When you receive this packet, please take care of this ASAP. If you do not receive this email within 2-5 days of submitting your application, contact the MN Board and request that the email be sent to you. The board can be reached at 612-617-2130.
If you are a current Mayo Clinic trainee or reside in Rochester, you can set up a time with the Olmsted County Sheriff’s Office to have the fingerprinting portion done. There is a $10 fee for this. Cash or check is all that is accepted for payment. You can schedule a time to do this at the following link: https://www.olmstedcounty.gov/government/county-departments/sheriffs-office/adult-detention-center-adc/fingerprinting

An overview of the CBC process can be found here: https://mn.gov/boards/cbc/process/
Remember to keep a receipt or copy of your check for all fees if you want to be reimbursed.

More information can be found on the MN board of Medical Practice website: https://mn.gov/boards/medical-practice/

**Status of Application:**
You can monitor the status of your application by logging into your application.