

Mayo Clinic School of Graduate Medical Education

Full Minnesota License Tips

Because there are several steps to the licensure application process, use this as a guide along with the instructions in the application for obtaining your full MN medical license. **This is only a guide, whatever is listed in the application supersedes this guide.** If you have questions, please contact Tisha Doherty at 507-284-2952 or doherty.tisha@mayo.edu. It would be a good idea to save this document electronically so you can reference it later if needed.

IMPORTANT:

Failure to complete these steps or to have your full license issued at least one month before your start date may result in a delay in beginning your program.

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 or email medical.board@state.mn.us). 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.**

MCSGME will provide reimbursement of licensure fees, MCSGME will NOT reimburse for FCVS. You can use FCVS, but it is NOT reimbursable. Keep a copy of all receipts, receipts are required for reimbursement. Reimbursement instructions will be emailed to you when you start your program.

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

1. Under Physicians select Online Physician Application
2. Select Register to access site.
3. Select register under new user. * If you currently or previously held a residency permit in MN and have NOT registered on the new site select Register under the Licensee tab. Complete the required information. If you run into issues with your social security number, you'll need to contact the board directly for assistance. Select Next
4. Follow the steps outlined to set up an account
5. Login using the login you just created
6. In the General Box Select Apply for a License
7. Under Type select Physician and Surgeon
Under Basis select the exam type you have taken (USMLE, COMLEX, LMCC) etc.
8. Complete the acknowledgement portion. Click Continue.
9. Name: **You must use your legal name as it appears on your social security card.**
Enter all required information.
 - Make sure you enter an email address as this is where the board will email 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, unless this applies to you.
 - 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 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.
10. Enter military information.
11. Enter your medical school information.
12. Enter your postgraduate training information.
13. Enter in your exam information and dates.
14. Enter your license information.
 - 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/>
 - **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.

15. Enter your board certification/s information if applicable. If you are not board certified in your specialty do not enter anything in this area.
16. Enter Criminal Convictions information if applicable.
Answer all criminal conviction questions.

Supporting Documents

The following supporting documents must be uploaded to your application.

The board may update these documents periodically 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](#)
 - 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. [Physician Affidavit and release 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.
11. Documentation of your current military status (if active duty) or discharge papers (DD Form 214) (if applicable)
12. NPDB self-query report <https://www.npdb.hrsa.gov/>
 - 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 sites that pertains and have an official transcript sent of all your exams (USMLE, COMLEX, MCCQE) directly to the MN Board.
USMLE transcripts: [Exam Services Home - FSMB](#)
COMLEX transcripts: [NBOME Portal - Sign In](#)
 - 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.)
 - ii. If you have scores for all USMLE exams, request 2 copies of the transcripts. Have one sent electronically to the MN Board -choose this from the dropdown. Mail the other one to your home address. The fee covers 2 transcripts.
 - iii. Upload a copy of the transcript you have sent to yourself to MedHub
2. [Direct verification of medical school](#)
 - a. Complete the top portion of the form and email the form to your medical school's registrar. Your medical school needs to send this form directly to the MN Board.
3. [Verification of Postgraduate Medical Training](#)
 - 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 are **currently** in a training program at Mayo Clinic or have completed clinical post graduate training at Mayo Clinic previously, submit this form here: [Contact and Verifications - Residencies and Fellowships - Mayo Clinic College of Medicine & Science](#)

4. Direct verification of ECFMG (International graduates)

a. <https://cvsonline2.ecfmq.org/>

If you are using FCVS, the following items will be covered, 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 credit card. Keep a receipt for reimbursement. Reimbursement instructions will be emailed to you when you start your program.

Criminal Background Check/Fingerprinting:

The Minnesota Board requires a Criminal Background Check/Fingerprinting.

Once your application and payment 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 or email medical.board@state.mn.us).

Often local government agencies offer fingerprinting services, or other local businesses may offer this service as well. You'll need to research what options are available in your area to get this completed.

An overview of the CBC process can be found here: <https://mn.gov/boards/medical-practice/licensing/criminal-background-check/>

Remember to get/keep a receipt for all fees if you want to be reimbursed.

Status of Application:

You can monitor the status of your application by logging into your application.

<https://bmp.hlb.state.mn.us/#/Login>

☒ Minnesota Full Medical License Application Checklist

Preparation

- Save this guide electronically for future reference
 - Contact **Tisha Doherty (507-284-2952 / doherty.tisha@mayo.edu)** with any questions
 - Keep **all payment receipts** (required for reimbursement)
 - Reimbursement instructions will be sent to you when you start your program
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Online Application (MN Board of Medical Practice)

Website: [MN Board Physician Application](#)

1. Select **Online Physician Application**
 2. Register as a **new user** (under Licensee tab if you previously held a residency permit)
 3. Set up your account and log in
 4. Select **Apply for a License** → **Physician and Surgeon**
 5. Choose **exam type** (USMLE, COMLEX, LMCC, etc.)
 6. Complete all acknowledgment and information sections:
 - Use **legal name** (as on SSN card)
 - Enter **email** (this is where fingerprint instructions will be sent)
 - **Designated/Business Address:** 200 First St SW, Rochester, MN 55905
 - **Private Address:** Your personal address
 - **Phone Numbers:** Add Mayo Clinic (507-284-2511) as designated
 - Enter military, medical school, postgraduate training, exam, and license info
 - Enter board certification info (if applicable)
 - Answer all criminal conviction questions
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Supporting Documents (Upload to Application)

1. Medical school diploma
 2. Postgraduate training completion certificate (if issued)
 3. Government-issued photo ID
 4. Facility List Form
 - Enter "NONE" for current/past privileges (if applicable list privileges)
 - Sign and date
 5. Malpractice History Report
 - Enter "NONE" if no suits, sign and date
 6. Malpractice Liability Claims Form (if applicable)
 7. Malpractice supporting documentation (if applicable)
 8. Supporting docs for affirmative/conviction responses (if applicable)
 9. Name change documentation (if applicable)
 10. Physician Affidavit and Release Form
 - Attach photo
 - Have notarized (bank, UPS)
 11. Military documentation (if applicable)
 12. NPDB Self-Query Report
 - Complete at [NPDB Self Query](#)
 - Upload results
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Documents to send Directly to the MN Board

1. **Exam Transcript** (from FSMB/NBOME/etc.)
 - Send official transcript directly to MN Board (ONLY send this once you have your step 3 results)
 - Request 2 copies (1 to MN Board, 1 to yourself)
 2. **Medical School Verification Form** – completed and sent by your school registrar directly to the board
 3. **Postgraduate Training Verification Form**
 - If you've completed training outside Mayo Clinic, send to program for completion **and**
 - If you have previously completed training at Mayo Clinic upload form to Mayo Clinic verifications team-linked above
 4. **ECFMG Verification** (international graduates only) – via [CVS Online](#)
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If Using FCVS (Optional, NOT Reimbursable)

If you use FCVS, these items are sent via FCVS:

- Exam transcript

- Medical school verification
 - Medical school diploma
 - Postgraduate training verification (accredited only)
 - ECFMG verification (if applicable)
 - NPDB self-query report
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Payment

- Pay license fee with credit card
 - Save receipt
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Criminal Background Check / Fingerprinting

1. Wait for fingerprint instructions (board will email within 2–5 days after application receipt)
 - If not received, contact MN Board (612-617-2130 / medical.board@state.mn.us)
 2. Ensure fingerprints are submitted to the **CBC Office** ASAP
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Monitoring Application Status

- Log in to monitor application progress: [MN Board Login](#)
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