

Alabama Board of Medical Examiners



CHECKLIST FOR FULL MD/DO INITIAL LICENSE APPLICATION

Online application	<ul style="list-style-type: none"><input type="checkbox"/> Complete all demographic information<input type="checkbox"/> Provide necessary explanations to questions answered affirmatively
Fees	<ul style="list-style-type: none"><input type="checkbox"/> Application fee - \$175<input type="checkbox"/> Criminal background check fee - \$65<input type="checkbox"/> Fees may be paid during online application process
Criminal history release form	<ul style="list-style-type: none"><input type="checkbox"/> Form can be found on our website, CBC.pdf, and must be mailed to the Board along with two completed fingerprint cards and copy of ID
Two fingerprint cards	<ul style="list-style-type: none"><input type="checkbox"/> Fingerprint cards can be completed by most local law enforcement agencies<input type="checkbox"/> To request fingerprint cards, email fingerprints@albme.gov<input type="checkbox"/> Demographic section of the cards must be completed in its entirety<input type="checkbox"/> Cards MUST be signed by the applicant and the official taking the fingerprints<input type="checkbox"/> Reason Fingerprinted: ALC 34-24-70<input type="checkbox"/> ORI: AL920049Z<input type="checkbox"/> Mail fingerprint cards and criminal history release form to: Alabama Board of Medical Examiners (ALBME), 848 Washington Avenue, Montgomery, AL 36104
Supporting documentation for Declaration of Citizenship	<ul style="list-style-type: none"><input type="checkbox"/> See List A and List B: Declaration-Form.pdf<input type="checkbox"/> Copy of supporting documentation must be uploaded during the online application process

Appendix A: Medical School Verification

- Direct Source Verification is required
- Copies of diplomas will not be accepted as verification
- The completed form should be emailed from the university to credentialing@albme.gov
- Appendix A Form: [medschcert.pdf](#)

Appendix B: Post Graduate Verification

- Completed form from all ACGME, AOA, ACRCPSC, or CFPC accredited programs attended
- Direct Source Verification is required
- Copies of certificates will not be accepted as verification
- Completed form(s) should be emailed from the programs to credentialing@albme.gov
- Appendix B Form: [pgcert.pdf](#)

Licensing Scores

- USMLE, FLEX, and/or NBME Scores: If applicant completed any of these exams, contact the FSMB to send the scores directly to the office of the ALBME
- NBOME and COMLEX: If applicant completed any of these exams, contact the NBOME to send the certification directly to office of the ALBME

ECFMG

- If applicant is an IMG, request a status report be sent to the State of Alabama directly through the ECFMG website

FCVS Profile

- FCVS is accepted but **NOT** required
- If FCVS is utilized, it should verify the following information: Medical School Verification (Appendix A), Postgraduate Verification(s)(Appendix B), Licensing Scores, and ECFMG (if applicable)



State License Verifications and proof of Board Certification(s) are not required for licensure.



Applications expire 6 months from the submission date. Application fees are non-refundable, including fees paid for applicants who do not meet all qualifications for licensure.

Once the application has been received and initially processed by our agency, check the status of the application online by following these steps:



1. Go to <https://dashboard.albme.gov>
2. Scroll down to the "My Licenses/Permits Section"
3. Click the License type you would like to review the checklist.



The ALBME may deny an application or issue a Non-Disciplinary Citation and Administrative Charge when an applicant falsifies an application.



All required documentation must be received for an application to be considered complete. Once the application is complete, a Board and Commission date will be assigned. These dates will be displayed on the applicant's online checklist.



For additional information, contact the Credentialing Department at credentialing@albme.gov