



Government of the District of Columbia
Department of Health



HEALTH REGULATION AND LICENSING ADMINISTRATION
BOARD OF MEDICINE

MEDICAL TRAINING LICENSE CHECKLIST

To expedite the processing of your **NEW LICENSE APPLICATION** be sure to follow the instructions carefully before mailing your application package. It is important to send in all the required supporting documents listed below based on the method by which you are applying:

Checklist of Supporting Documents required:

- A complete signed application for MTL License.
- Two (2) recent passport photos (2x2)
- One (1) clear photocopy of a government issued photo ID
- Social Security Number Affidavit Form (Required if no SS# issued)
- Name Change Documents
- One Character Reference Form
- Hospital GME Director Attestation (to be submitted by GME)
- Hospital Acceptance Letter/Confirmation
- Certified Medical School Transcripts (copies accepted)
- ECFMG Certification (if foreign graduate)
- USMLE / COMLEX Parts 1 & 2
- USMLE / COMLEX Part 3 (Required if entering Fellowship)
- Clean Hands
- Criminal Background Check
- \$100 License Fee must be in the form of a Check, Money Order or Certified Check Made **Payable to DC Treasurer**.

PLEASE INCLUDE THIS FORM WITH YOUR APPLICATION