

APPLICATION FOR A MISSISSIPPI MD/DO PERMANENT LICENSE

Mississippi State Board of Medical Licensure MD/DO Permanent Renewals

1. **Scope:** A permanent license shall entitle the physician to practice medicine only within the state of Mississippi; **Cost:** The cost of the license application is **\$550**, which is payable after the submission of an online application; **Duration:** The license period begins annually May 1st and ends June 30th.

Physicians should plan for at least a 60-day period from the time they submit a completed application for a license and the actual date licensure is granted. Physicians who are graduates of a medical school outside the United States should anticipate a slightly longer period. It takes time for the state medical licensing boards and staff to fairly evaluate each application for licensure.

Applying for a License:

All license applications are submitted online using the Mississippi Enforcement and Licensure System (MELS). First time users must register and establish a username and password. A short video that describes steps to create a username and password can be found [here](#).

Click the link, below, to access the user Gateway:

[MELS User Gateway](#)

Physicians should not sent forms to MSBLM without first submitting an application via the MELS Gateway.

Certified Documents

All certification requests to institutions should be returned to the Mississippi Board of Medical Licensure at this address:

Mississippi State Board of Medical Licensure
Cypress Ridge Building
1867 Crane Ridge Drive
Suite 200-B
Jackson, MS 39216

OR

Emailed in a PDF format to certification@msbml.ms.gov.

The Board will not consider the certification unless it is received directly from the institution. Board policy requires original documents from the primary source. **A fax is not acceptable.**

Notarized Documents

Any documents which require notarization must be mailed or hand-delivered to the Mississippi Board of Medical Licensure office. Electronic notary signatures are not accepted.

APPLICATION CHECKLIST

The following checklist is designed to assist physicians in submitting the necessary materials needed during the [MD/DO Permanent Licensure](#) application process. For additional information, contact the MSBML Office at 601-987-3079 or email questions to mboard@msbml.ms.gov.

Status	Item	Notes
<input type="checkbox"/>	Online Application Instructions	Complete the online application using the MELS USER Gateway site and pay the fee. Do not leave any question unanswered or timeline unreported.
<input type="checkbox"/>	Affidavit and Release Form	Document will need to be completed and signed in the presence of a Notary Public. See Notary Guidelines and Photograph Guidelines for details. Documents must be mailed or hand-delivered to the MSBML Office.
<input type="checkbox"/>	Appendix A - Medical School Certification Form	Form should be sent to your medical school for completion. Your medical school should email the form to the MSBML.
<input type="checkbox"/>	Appendix B - Postgraduate Certification Form	Send the Postgraduate Certification form to each U.S. or Canadian institution where you have participated in postgraduate training. Institutions should email the form to the MSBML. If you have not participated in postgraduate training in the U.S. or Canada, this requirement does not apply.
<input type="checkbox"/>	Appendix C – Activity Certification Form	Send the Activity Certification form to each hospital, medical clinic, or medical facility where you have been employed. Employers should email the form to the MSBML.
<input type="checkbox"/>	Appendix D - State Medical Board Certification Form	If you have ever held a license to practice medicine as a physician in any state or jurisdiction, send the Certification form to the licensing board in each state to which you are or have been licensed/certified/registered. This includes training licenses. State medical board(s) should email the form to the MSBML.
<input type="checkbox"/>	Appendix E - Staff Membership Certification	Send the Staff Membership Certification form to each hospital, medical clinic, or medical facility where you have been employed as staff. Employers should email the form to the MSBML.
<input type="checkbox"/>	Fingerprinting Guidelines	Two standard FD-258 Fingerprint Cards will be mailed to the address the applicant supplies when the application is submitted, and fees are paid. All required demographic and personal information must be completed or fingerprint cards will be returned to the addressee.
<input type="checkbox"/>	License Renewal Instructions	Permanent licenses must be renewed annually. The cost to renew a MD/DO permanent license is \$300. There is also an additional convenience fee charged.