

## **APPLICATION FOR A MISSISSIPPI RESTRICTED TEMPORARY TRAINING LICENSE**

Physicians practicing at an ACGME or AOA approved postgraduate training program must apply for a **restricted temporary license** through the [Mississippi State Board of Medical Licensure](#) (MSMBL).

The cost is \$50, which may be tendered at the completion of the application process. If issued after April 1<sup>st</sup>, the license is valid until June 30<sup>th</sup> of the following year.

Application instructions can be found [here](#).

### **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](#)

Once you submit your application, the Board will provide you with information needed to process the request including, but, not limited to, certification of graduation from medical school, applicant photograph, internship certificate and birth certificate.

### **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@msmbl.ms.gov](mailto:certification@msmbl.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.**

### **Background Checks and Fingerprint Cards**

Background checks and fingerprint cards are not required for a restricted temporary license.

### **Application Processing**

Restricted temporary licenses are issued on the day you are scheduled to start training.

Once an application has been submitted, the application progress may be reviewed via your Licensure Gateway account at: <https://gateway.msbml.ms.gov>. No refunds will be issued under any circumstances.

### **APPLICATION CHECKLIST**

The following checklist is designed to assist you in submitting the necessary materials needed during the **restricted temporary licensure** application process. Applicants should contact the Mississippi State Board of Medical Licensure and/or your GME office with any questions regarding your application.

Status	Item	Notes
<input type="checkbox"/>	<b>Online Application</b>	Complete the online application using the <a href="#">MELS USER Gateway site</a> and pay the fee. Do not leave any question unanswered or timeline unreported.
<input type="checkbox"/>	<a href="#">Affidavit and Release Form</a>	Document will need to be completed and signed in the presence of a Notary Public. See <a href="#">Notary Guidelines</a> and <a href="#">Photograph Guidelines</a> for details. Form must be mailed or hand-delivered to the MSBML office.
<input type="checkbox"/>	<a href="#">Appendix A - Medical School Certification Form</a>	Form should be sent to your medical school for completion. Your medical school should email the form to the MSBML.
<input type="checkbox"/>	<a href="#">Appendix B - Postgraduate Certification Form</a>	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 to you.
<input type="checkbox"/>	<a href="#">Appendix C – Activity Certification Form</a>	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"/>	<a href="#">Appendix D - State Medical Board Certification Form</a>	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"/>	<a href="#">Appendix E - Staff Membership Certification</a>	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"/>	<b>License Renewal</b>	The cost for renewal is \$50. Restricted temporary licenses can be renewed up to 5 years.