



**DISTRICT OF COLUMBIA  
DEPARTMENT OF HEALTH  
HEALTH PROFESSIONAL LICENSING ADMINISTRATION  
BOARD OF MEDICINE**

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:

**EXAMINATION (USMLE) - UNITED STATES**

**MEDICAL LICENSING EXAMINATION**

Checklist of Supporting Documents required

- A completed signed application for DC License
- Two (2) recent passport photos (2" X 2")
- Three (3) Character Reference Forms using the Board's standard form included in the application Instructions and Forms package. The forms must be completed by a Physician.
- You can expedite the process and obtain your American Medical Association (AMA) Profile from the website at:  
<http://www.ama-assn.org/amaphysicianprofiles>  
or you may contact the AMA directly at 1-312-464-5199 or 1-800-665-2882.
- Letter(s) of all Post Graduate Experience with start and ending dates on official letterhead sent directly from the institution/organization. Certificates, under extenuating circumstances are allowed if a hardship letter is provided explaining why you are unable to obtain a Post Graduate letter and the reason as well as having the actual certificate copy notarized. For periods of private practice, submit a letter that states start and end dates and location.
- Name Change Document (Marriage Certificate, Divorce Decree or Court Order) if applicable.
- Social Security Number or Sworn Affidavit attesting you do not have a social security number
- Undergraduate Transcript coming directly from the institution. Under special circumstances, if foreign educated, a hardship letter may be provided explaining why you are unable to obtain your foreign Undergraduate Transcript.
- Medical School Transcript coming directly from the institution. Under special circumstances, if foreign educated, a hardship letter may be provided explaining why you are unable to obtain your foreign Medical Transcript.
- Examination Scores (Steps 1 & 2)
- 5<sup>th</sup> Pathway Certificate – if applicable for an applicant who completed a foreign medical educational program not accredited by one of the accrediting bodies (refer to Chapter 46, Section 4604, of the Municipal Medicine Regulations).
- Using the **USMLE 2010 Step 3 Fee Form**, send your payment of \$705 payable to the Federation of State Medical Boards (FSMB).
- Complete the **USMLE 2010 Step 3 Application** form enclosed in the 2010 Step 3 Instructions packet, using the USMLE 2010 Step 3 and send it directly to the DC Board of Medicine.
- Foreign Trained Physicians may submit Original Educational Council for Foreign Medical Graduate Certificates ECFMG Certificate or a notarized copy of the original ECFMG Certificate.
- Fee must be in the form of Check, Money order or Certified Check, Payable to the DC Treasurer.
- \$288 for Application and License Fee
- Physician Profile (See instructions)



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**RE-EXAM (USMLE)**

Checklist of Supporting Documents required

- A completed signed application for DC License.
- Two (2) recent passport photos (2" X 2")
- Social Security Number or Sworn Affidavit attesting you do not have a social security number
- Name Change Document (Marriage Certificate, Divorce Decree or Court Order) if applicable.
- Using the **USMLE 2010 Step 3 Fee Form**, send your payment of \$705 payable to the Federation of State Medical Boards (FSMB).
- Complete the **USMLE 2010 Step 3 Application** form enclosed in the 2010 Step 3 Instructions packet, using the USMLE 2010 Step 3 and send it directly to the DC Board of Medicine.
- Fee must be in the form of Check, Money order or Certified Check Payable to the DC Treasurer.
- \$85 for Application Fee
- Physician Profile (See instructions)