



Log in any time to check your application status at <http://tinyurl.com/MedicalBoardLogin>. Or scan here:

### Physician Licensure: Reinstatement of License (Applicants Applying Online)

**Thank you for submitting your online application!** Within 7 business days after you have submitted your online application and payment, your Applications Specialist will review your application and update your online checklist. Please log in periodically to review your application status. You can use this checklist and the attached forms to get started now. **(Note: If you have already sent some or all of these documents to us, you may not need to send them again.)**

**Submit the following items to us as soon as possible. They are required of all applicants.**

- Application Fee (\$500.00).** (Fees may be greater if you practiced in Georgia after your license expired.)
- Reinstatement Application.** Complete all 4 pages, and include supplemental pages if necessary.
- Form B,** Reference Form (two references are required)
- Form D,** Affidavit of Applicant
- Form D2,** Affidavit for Medical Board License
- A copy of a secure and verifiable document** from the list following Form G
- Form E,** Malpractice Questionnaire, including documentation of any cases
- Your current CV or resume** (also, provide information for any date gaps in the CV or resume)
- National Practitioner Data Bank (NPDB) and Health Integrity and Protection Data Bank (HIPDB) Self-Query and Reports.** You can order it at [https://www.npdb-hipdb.hrsa.gov/ext/RulesOfBehaviorSQ.jsp?SUBJECT\\_TYPE=I](https://www.npdb-hipdb.hrsa.gov/ext/RulesOfBehaviorSQ.jsp?SUBJECT_TYPE=I).
- Proof of at least 40 hours of continuing medical education credits earned over the last 2 years.** The credits must be designated as one of the following: AMA or AOA Category 1, AAFP Prescribed Credit, ACPB Cognates Category 1, or ACEP CAT Category 1. (Note: Additional CME documentation may be required if you practiced in Georgia after your license expired. Your applications specialist will discuss this with you, if applicable.)

**Also, submit the following items, if applicable. (Note: Some circumstances may require items not listed here.)**

- Official license verification** from each state, territory, or province of the U.S. or Canada in which you have held any type of medical license, including training, limited, or restricted licenses. We must receive this directly from the licensing authority or from Veridoc ([www.veridoc.org](http://www.veridoc.org)). Contact information for other licensing authorities can be found at [http://www.fsmb.org/directory\\_smb.html](http://www.fsmb.org/directory_smb.html).
- Military discharge documentation,** if you have ever been discharged from US military service.
- Explanations and documentation** concerning any arrests, convictions, disciplinary actions, licensure denials, etc.
- Form G,** Specific Power of Attorney, if you want to authorize anyone else to make inquiries about your application.

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<b><i>If your last name starts with:</i></b>	<b><i>Your Applications Specialist is:</i></b>	<b><i>Contact details:</i></b>
<b>A through G</b>	Johnita Daniel	404-463-6162; <a href="mailto:jdaniel1@dch.ga.gov">jdaniel1@dch.ga.gov</a>
<b>H through O</b>	Candis Dickerson	404-657-6491; <a href="mailto:cdickerson@dch.ga.gov">cdickerson@dch.ga.gov</a>
<b>P through Z</b>	Deborah Bruce	404-656-7067; <a href="mailto:dbruce@dch.ga.gov">dbruce@dch.ga.gov</a>

**Licensure Unit Manager: Carol Dorsey (404-651-7854; [cdorsey@dch.ga.gov](mailto:cdorsey@dch.ga.gov))**

# FORM B1

## REFERENCE FORM – REINSTATEMENT PHYSICIAN LICENSURE

**To Applicant:** The GEORGIA COMPOSITE MEDICAL BOARD requires completion of two (2) reference forms, **one** each from licensed physicians who are not related to you and have known you and have been familiar with your practice for more than **six months**. Formal letters of reference are not accepted in lieu of the Reference Form since questions on the form are required by the Georgia Composite Medical Board. The Reference Source should complete the form and send it directly to **you**. **Do not open the envelope**; send it with your application packet. **Altered envelopes which contain official, original, certified official documents will not be accepted. No whiteouts or strikeouts are acceptable.**

Please mail your form with your application packet to:

**GEORGIA COMPOSITE MEDICAL BOARD**  
**ATTENTION: PHYSICIAN LICENSURE - REINSTATEMENT**  
2 Peachtree Street, NW 36th Floor  
Atlanta, GA 30303

In addition, the forms must meet the following criteria:

- a. Sent by a licensed physician familiar with your practice and who have known you **more than six months**.
- b. Original signature and date of signature of reference source.
- c. The date of the reference source's signature is **invalid** six months of the date it was signed.
- d. The Board **does not accept faxed copies of the forms**.

**Applicant: Please type or print your name and address below for identification purposes.**

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE AND ZIP CODE: \_\_\_\_\_

**To Reference Source:** Please complete this form, sign, and return to the **applicant** in a **sealed envelope** at the above stated address. Your response is confidential, pursuant to Georgia law. All applicants are required to sign a general release, which relieves anyone of any liability for information furnished in good faith. Please print or type all information. Please make sure the applicant's name is indicated on the form. The Physician should complete the reference form and return it to the **applicant**. **Sign your name across the back of the envelope.** The processing time for licensure directly depends on timely receipt of critical forms such as this.

**ATTENTION:** *The person who signs this form **MAY NOT** be related to the applicant by blood, marriage, or adoption.*

### THIS POINT FORWARD IS TO BE COMPLETED BY THE REFERENCE SOURCE:

From:

\_\_\_\_\_  
First Middle Initial Last Degree (MD/DO/MBBS)

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Area code Phone Number

\_\_\_\_\_  
Area code FAX Number

1. How long have you known this physician?

\_\_\_\_\_ [years]

\_\_\_\_\_ [months]

2. In what capacity are you acquainted with this physician?

**FORM B - CONTINUED**  
**REFERENCE FORM – INITIAL PHYSICIAN LICENSURE**

**PLEASE CONFIRM THAT THE FOLLOWING RESPONSES ARE CORRECT BEFORE SUBMITTING THIS FORM.  
INAPPROPRIATE ANSWERS WILL RESULT IN A DELAY IN PROCESSING YOUR APPLICATION.**

**If you answer "YES" to questions 1-7, please provide an explanation.**

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. Have you ever received reports of poor medical practice by this physician, or have you discussed concerns you had about this physician's practice with medical staff officers at a hospital? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you ever received reports of poor relationships between this physician and other members of hospital staff?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are you aware of any derogatory information about this physician with respect to his/her ability to practice medicine?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Does this physician have, or has this physician had in the past, any mental or physical illnesses or personal problems that interfere with his/her medical practice?                         | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Has this physician ever abused alcohol or drugs or shown signs of chemical dependency?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are you aware of any lawsuits having to do with his/her medical practice that this physician has either lost or settled out of court?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are you aware of any restrictions, limitations or other actions of any nature taken against this physician by a hospital or other health related entity?                                     | <input type="checkbox"/> | <input type="checkbox"/> |

**If you answer "NO" to questions 8-11, please provide an explanation.**

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 8. Does this physician accept medical staff and hospital policies and function willingly according to these policies?      | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Does this physician enjoy professional respect among his/her colleagues and in the community where applicant practices? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are you sorry to see this physician leave your community?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Do you recommend this physician for unrestricted medical licensure in Georgia?   | <input type="checkbox"/> | <input type="checkbox"/> |

If you have any comments regarding this applicant, please put your response in writing and attach it to this form. Please sign, provide your title, name of hospital if applicable and the date.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**TITLE**

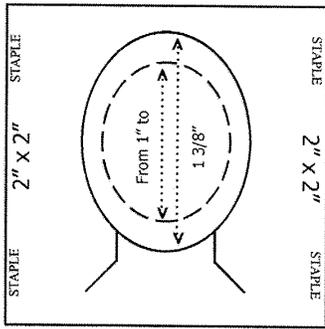
\_\_\_\_\_  
**HOSPITAL (IF APPLICABLE)**

\_\_\_\_\_  
**DATE**

Name: \_\_\_\_\_

Social Security Number : \_\_\_\_\_

# FORM D AFFIDAVIT OF APPLICANT



Attach Passport Photo Here

**Notice: All items in this application are mandatory; none are voluntary. Failure to provide any of the requested information will delay the processing of your application. The information provided will be used to determine your qualifications for licensure per Georgia Law that authorizes collection of this information. The information on your application may be transferred to other medical licensing authorities the Federation of State Medical Boards or other governmental or law enforcement agencies.**

I acknowledge and state that I have read the Application Information and Applicant instructions that accompanied this application and I have answered all questions in compliance with these instructions. I acknowledge that it is my responsibility to read and become familiar with the Medical Practice Act and the Board Rules, copies of which are sent to applicants.

I further state that by filing this application for license to practice medicine in the State of Georgia; I hereby authorize and consent to have an investigation made as to my moral character, professional reputation and fitness for the practice of medicine. I agree to give any further information, which may be required in reference to my past record. I understand that I will not receive a copy of the report or know its content and I further understand that the contents of the investigative report will be privileged unless determined otherwise by the Board or Court Order.

I request and authorize any treatment program to release alcohol and drug abuse patient records to the Georgia Composite Medical Board for the purpose of evaluating my fitness to practice. The consent of this paragraph is subject to revocation pursuant to federal regulations and terminates upon the date of termination of medical licensure in Georgia.

I authorize and request every person, hospital, clinic, community, governmental agency (local, state, federal or International), court, association, institution, or other organization having control of my documents, records and other information pertaining to me, to furnish to the Georgia Composite Medical Board any such information, including documents, records regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data and to permit the Georgia Composite Medical Board or any of its agents or representatives to inspect and make copies of such documents, records, and other information, in connection with this application, subsequent licensure or practice there under.

I authorize and request the Georgia Composite Medical Board to obtain any criminal history information concerning me from any authorized law enforcement agency, including but not limited to the Georgia Crime Information Center (GCIC) and the National Crime Information Center (NCIC).

I hereby release, discharge, and exonerate the Georgia Composite Medical Board, its agents or representatives, and any person so furnishing information, from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records or other information or the investigation made by the Georgia Composite Medical Board.

This is to certify that the forgoing information is true and correct to the best of my knowledge. I understand that pursuant to the Official Code of Georgia Annotated, Section 43-34-46, any person who shall give false or forged evidence of any kind to the Board in connection with an application for a license to practice medicine shall be guilty of a felony and upon conviction thereof, shall be punished by a fine of not less than \$500.00 nor more than \$1,000.00, or by imprisonment from two to five years, or both.

Applicant's Name: \_\_\_\_\_

Application Date: \_\_\_\_\_

Date the application was executed; may differ from date this affidavit was notarized

Signature of Applicant: \_\_\_\_\_

Being duly sworn, says that he/she is the person who executed the application for a license to practice medicine and surgery in the State of Georgia; that all the statements herein contained are true in every respect; and that the attached photo is a true photo of the applicant.

Affix the Notary Seal/Stamp In this space.

Sworn and subscribed to me this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_.

Signature of Public Notary: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

O.C.G.A. § 50-36-1(e)(2) Affidavit for Medical Board License - INITIAL APPLICATION ONLY

By executing this affidavit under oath, as an applicant for a professional license, as referenced in O.C.G.A. § 50-36-1, from the Georgia Composite Medical Board, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1. I am a United States citizen.
2. I am a legal permanent resident of the United States.
3. I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security.
My alien number issued by the Department of Homeland Security is:
4. I am NOT a citizen of the United States, and am NOT physically present in the United States. (See note in instructions below).

I am 18 years of age or older and have provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit. In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in (city), (state).

SIGNATURE OF APPLICANT

NAME OF APPLICANT (PRINT)

LICENSE TYPE APPLYING FOR (check one):

- 1101 - PHYSICIAN ASSISTANT
1104 - PHYSICIAN
1106- RESPIRATORY CARE PROFESSIONAL
1109 - ACUPUNCTURIST
1112 - CLINICAL PERFUSIONIST
1114 - TEMPORARY RESIDENCY TRAINING PERMIT
1115 - ORTHOTIST
1116 - PROSTHETIST
1117 - ORTHOTIST/PROSTHETIST (DUAL)
1119 - ASSISTANT COSMETIC LASER PRACTITIONER
1120 - SENIOR COSMETIC LASER PRACTITIONER
OTHER (SPECIFY):

INSTRUCTIONS TO APPLICANT:

- 1. Be sure to submit the correct type of document with this affidavit. If you are not a citizen of the United States, you must submit a copy of a document we can use to verify your lawful presence, such as your U.S. Permanent Resident Card, foreign passport with I-94 attached, etc. If you are a U.S. citizen, you may submit a copy of your U.S. passport, driver's license, birth certificate, etc.
2. Mail this original affidavit and a copy of at least one acceptable verifiable document to
GA COMPOSITE MEDICAL BOARD,
2 PEACHTREE ST NW, 36TH FLOOR
ATLANTA GA 30303.

Note: If you checked #4 to indicate that you are not a US citizen and are not physically present in the US, submit the affidavit (without any other document) only.

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

DAY OF, 20

NOTARY PUBLIC
My Commission Expires:



## FORM G SPECIFIC POWER OF ATTORNEY

I, \_\_\_\_\_, do hereby authorize and direct \_\_\_\_\_ and  
Applicant's full name Company or designated agent's name  
 its agents and employees, by this Specific Power of Attorney to carry out and execute certain duties pursuant to  
 my request and necessary in \_\_\_\_\_'s reasonable judgment in connection with  
Company or designated agent's name  
 my pursuit of a license to practice medicine in the State of Georgia ("Licensed State").

It is expressly understood and agreed that this Specific Power of Attorney authorizes \_\_\_\_\_ to  
Company or designated agent's name  
 make inquiries as to the status of my application for a medical license in the Licensed State. This Specific Power  
 of Attorney does not authorize \_\_\_\_\_ to act on my behalf for any other purpose  
Company or designated agent's name  
 and shall expire on the date I am granted a license in the Licensed State, the date my application for a medical  
 license is denied, or upon \_\_\_\_\_'s receipt of written notice from me of  
Company or designated agent's name  
 revocation of this Specific Power of Attorney.

I hereby release \_\_\_\_\_ and the Licensed State from any and all liability,  
Company or designated agent's name  
 damages, claims for damages, suits, actions and causes of action which may accrue as a result of  
 \_\_\_\_\_ acting on my behalf in connection with my pursuit of a medical license  
Company or designated agent's name  
 in the Licensed State.

_____ PRINTED NAME OF APPLICANT  _____ SIGNATURE OF APPLICANT	Being duly sworn, says that he/she is the person who executed the above application for a license to practice medicine and surgery in the State of Georgia; and that all the statements herein contained are true in every respect.	
Sworn and subscribed to me this ____ day of _____, _____ (Notary Public)	My Commission Expires _____	NOTARY SEAL MUST BE IMPRINTED HERE

## **Secure and Verifiable Documents Under O.C.G.A. § 50-36-2**

Issued August 1, 2012 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”) provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:  
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

- A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A driver's license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- Certification of Report of Birth issued by the United States Department of State (Form DS-1350) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- Certification of Birth Abroad issued by the United States Department of State (Form FS-545) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- Consular Report of Birth Abroad issued by the United States Department of State (Form FS-240) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- An original or certified copy of a birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]