

2026 INITIAL APPLICATION CHECKLIST-- RESIDENCY TRAINING PERMIT

GCMB will discuss the application status with the applicant and Program Director/GME Designee ONLY associated with the temporary training permit. The GME office/applicant should submit all required documentation as soon as possible; however, without both the application and fee, staff cannot begin the initial review process. All fees are **nonrefundable**.

Applications will be submitted Online through the applicant portal. Supporting documentation from the schools may be UPLOADED to the applicants portal, not emailed to board staff. Please provide a list of resident names with the forms you submit to the Board via NextRequest at <https://gcmb.nextrequest.com/>.

Check box

_____ **\$150 Application Fee** per application to be paid online via credit/debit card

_____ **Complete Application**

On Question Page – If any YES answers, attach appropriate statement(s)/documentation.

_____ Complete Affidavit of Applicant Form. **This is now completed in the electronic application.**

_____ Complete Citizenship Affidavit for Medical Board Resident Training Permit Form. Submit the appropriate documentation. **Form must be notarized.** Upload document to applicant portal.

_____ Copy of the documentation to show lawful presence in the U.S. (see next page)

_____ Complete the top portion of the Certificate of Postgraduate Training Form. The Program Director must complete and sign the middle and bottom portions – **Form can be notarized or have school seal.** Upload form to the applicant portal.

_____ Letter of Good Standing is required IF the resident is entering the program as a PGY2 or higher.

_____ If a US/Canadian graduate, submit a copy of the **medical school or osteopathic school diploma.** Scan and upload document on attachment page.

_____ If a foreign medical school graduate, submit a copy of the **ECFMG Certification only.** (Do NOT send the diploma!) Upload form to the applicant portal.

Graduates from Canadian medical schools on or after July 1, 2025, are classified as International Medical Graduates (IMGs) for U.S. residency and require ECFMG Certification. You must pass USMLE Step 1 and Step 2 CK, and meet communication skills requirements (OET Medicine). Applicants before July 1, 2025, are not considered IMGs.

Medical school or osteopathic school must be approved by the ACGME, AOA, or the LCME.

If a copy of the diploma is not available, a **letter from the school (on letterhead) with the expected date of graduation** can be accepted.

Upload the list of resident names and any questions to <https://gcmb.nextrequest.com/> and choose the "Resident Training Permit" dept.

Documentation to be submitted with the Notarized Affidavit:

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/ind ex.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]FORM B –
REGISTRATION OF PROFESSIONAL BUSINESS PAIN MANAGEMENT APPLICATION

- 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)]

If you are NOT a U.S. citizen, provide the following:

Permanent Resident card – copy of the I-551 (Both FRONT and BACK of card)
 Employment Authorization Card - copy of the I-766 or I-688A
 J-1 Visa – copy of the DS-2019 (J-1 visa) and copy of the I-94
 F-1 Visa – Copy of the I-20 (F-1 visa) and copy of the I-94
 H-1-B visa – Visa Information with valid (not expired) foreign passport and I-94

The Board participates in the **DHS-USCIS SAVE** (Systematic Alien Verification for Entitlements or "SAVE") program for the purpose of verifying citizenship and immigration status information of non-citizens.

MAKE SURE ALL COPIES ARE LEGIBLE. Use a good quality copier and ENLARGE the size of the copy if needed. If we cannot read your documents, we will be unable to submit your information to the SAVE program, which will delay the processing of your application.