

CHECKLIST FOR LAPSED LICENSE APPLICATION

Before sending your lapsed license application to the Board for processing, please refer to this checklist to insure that you have provided all required documentation; otherwise, your lapsed license may be delayed.

HAVE YOU

- Downloaded and included all pages of the lapsed license application?
- Read the instructions, answered every question, signed the application and Authorization for Release of Information and enclosed a check for \$700.00 made payable to the Commonwealth of Massachusetts?
- Completed and enclosed the supplemental form if you answered "yes" to any question on the supplement?
- Completed and enclosed a copy of the malpractice history report if you answered "yes" to questions #10-A or 10-B and sent a copy to your liability carriers for the past ten (10) years?
- Downloaded the National Practitioner Data Bank (NPDB) Self Query form from the NPDB website at www.npdb.com and followed the instructions for a self query? Please note that the Data Bank form must be signed in the presence of a notary public and notarized before mailing.
- Followed the instructions for requesting the American Medical Association (AMA) Profile from the website at www.ama-assn.org. The AMA Profile will be mailed directly to the Board.
- Included the unopened Data Bank profile with your lapsed application before mailing it to the Board?

IF THE SEAL ON THE DATA BANK PROFILE ENVELOPE IS BROKEN, IT WILL NOT BE ACCEPTED BY THE BOARD.

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