If you have not done so already, submit the following documents directly to the MBC:

A. Application Forms (L1A-L1F)
B. Live Scan Fingerprinting Form
C. Initial Application Fee: $491.00
D. Form L2 (from Medical School)
E. Official Medical School Transcript
F. Certified (by your medical school) Diploma
G. Forms L3A-L3B
H. Form L4
I. Birth Month Licensure Request Form
J. Curriculum Vitae

Do not submit these documents to the GME office. As you have already completed one year of ACGME training, it is imperative that your application is submitted directly to the MBC as soon as possible.

The application forms, including detailed instructions, can be downloaded here: http://www.mbc.ca.gov/Forms/Applicants/application_us-canada.pdf

**Forms L1A-L1F**

- Forms L1A-L1F can be downloaded here: http://www.mbc.ca.gov/Forms/Applicants/application_us-canada.pdf
- You can complete the forms electronically on your computer.
- L1A #7: Your address is public record, so use your department's address—do NOT use your home address! And of course, be sure to check for mail at your department address!
- L1A #9: Be sure to enter your email address.
- L1E #55: The MBC has access to “sealed” records. Best to disclose everything!! Have court documents sent directly to the MBC. See: http://www.mbc.ca.gov/Applicants/Physicians_and_Surgeons/#6
- L1F requires a recent 2x2 or 2x3 inch photograph which must be notarized (passport photos are acceptable).

**Live Scan Fingerprints**

- The Live Scan fingerprinting form can be downloaded online at: http://www.mbc.ca.gov/Forms/Applicants/live_scan.pdf
- To have fingerprints processed on campus, call the Stanford University Department of Public Safety at 725-2499 or visit their website for more info: http://www.stanford.edu/group/SUDPS/livescan.shtml
- Alternate locations can be found on the following website: http://ag.ca.gov/fingerprints/publications/contact.php
- The Live Scan Operator will complete the Live Scan form and keep one copy. Submit the second copy to the MBC along with your application. The third copy is for you to keep for your records.

**Initial Application Fee**

- The initial application fee is $491.00. You can include a check (payable to Medical Board of California) when submitting your application to the MBC, or you can pay online at: https://www.breeze.ca.gov/datamart/loginCADCA.do
- If you choose to pay online, include a copy of the receipt when submitting your application to the MBC.

**Form L2/Transcript/Diploma**

- Form L2 can be found online at the MBC website: http://www.mbc.ca.gov/Forms/Applicants/application_us-canada.pdf
- Complete the top portion of the form and mail, e-mail, or fax to your medical school.
- Request that your medical school send the completed form directly to the MBC along with an official copy of your transcript and a certified copy of your diploma.

**Forms L3A-L3B and L4**

- Forms L3A-L3B must be completed for each year of postgraduate training (internship, residency, and fellowship) completed, whether or not the entire residency was completed. Complete the personal data at the top of the form and mail/fax to your former training program(s). Request that they send the completed forms directly to the MBC.
- Form L4 certifies that you are still in training at the time of application. Complete the personal data at the top of the form and submit to your current training program. Request that they send the completed form directly to the MBC.
- If you are coming to Stanford as a PGY II, Debbie Valdez (723-5948) in the GME office will submit Form L4 on your behalf.

**Your medical school should be very familiar with this process. If you’re not sure who to contact, start with their Registrar’s Office.**

**STEP 1**

**STEP 2**

- Take USMLE III if you haven’t already: https://www.fsmb.org/medical-professionals/usmle-step-3/
- Submit a request to have your official USMLE scores (I, II, III) sent directly to the MBC: https://www.fsmb.org/medical-professionals/usmle-step-3/transcripts
- Wait until you have passed all 3 parts, then request the transcript, but...
- Do not wait to initiate the license application process. Apply now and send the scores later.
- Canadian Medical School Graduates: Canadian licensing examinations are recognized in California. USMLE examinations are not necessary. Request that a “Statement of Registration” be sent to the MBC: http://mcc.ca/documents/certified-statement-registration/
Once your California Medical License is issued, you can obtain a DEA certificate by registering online at:
http://www.deadiversion.usdoj.gov/

- You will need to have your social security number, California Medical License information, and a credit card (VISA, MasterCard, Discover or American Express) handy in order to complete the online form.
- Be sure to specify “Practitioner” as your Business Activity.
- If you are not sure which drug schedules to select, check with your department.
- In California, there is not a separate Controlled Substance License requirement. Once you have entered your California Medical License info, you can leave the next section related to Controlled Substance Licenses blank.

**Reimbursements**

Stanford residents are eligible to receive reimbursement of the $491.00 initial application fee and the $416.50 license fee if:

- your license is obtained in order to train at Stanford
- your license is issued no later than September 1st of your initial year of Stanford residency
- you are paid (employed) by SHC

To request a reimbursement, complete the Reimbursement Form found on the GME website:

Your reimbursement will appear on your paycheck for the pay period following the pay period during which the request is submitted.

**DO NOT DELAY!**

- California does not issue a training permit or temporary license. The only physician (MD) license is a full, unrestricted license to practice medicine.
- Individuals may not train in Stanford programs using out of state medical licenses.
- You can only obtain a DEA certificate once your California Medical License is issued. The sooner your license is issued, the sooner you can obtain your DEA certificate, and the sooner you can write orders.
- Recently, the Medical Board of California (MBC) failed to process a large number of applications within the standard 90 day period. While this situation is being actively addressed, don’t take a chance! Apply NOW!

\* Your third year of ACGME training does not necessarily equate to PGY III. For example, an individual completing 2 years of pediatric residency and then starting psychiatry as a PGY I will need a CA medical license.