PLEASE, do not attempt to go through the online application without referencing the instructions below to avoid additional fees and significant delays in the application process.

Two FCVS documents need to be notarized. Housestaff joining us at PGY 3 & above, please notarize where you are currently located. There is an e-notary option available (at your own expense). First, you must have a color, 2” x 2”, full face photo before the document(s) may be notarized.

Housestaff who will be PGY 3 & above: you will submit the application, pay fees, and send documents directly to FCVS. If you already have an FCVS profile, update the training information and request the profile be sent to Utah Licensing Board for “Full Licensure”.

Everyone must submit the following items with your application materials:

a. Bring either a certified birth certificate or unexpired Passport to the notary public
   1. You must show the original to a notary public (who will make a copy) and notarize the FCVS form.

b. Upload an 8 ½ x 11 copy of your medical school diploma (all parts of the diploma must show).
   1. If your diploma is not in English, you must submit an English translation.

c. Bring a copy of a certified marriage certificate (if you legally changed your last name)

d. Other legal documentation (if you changed your name, not due to marriage)

e. Bring the signed FCVS authorization form (even if you uploaded the document online)

f. Bring FCVS affidavit, with a 2" x 2" passport size, color photo w/ a light background (no hats or sunglasses)
   1. NOTARIZE the affidavit & the picture in the GME office (unless you will be PGY 3 or above).

g. International Medical Graduates ONLY: Bring ECFMG authorization & affidavit, with another 2” x 2” photo

h. International Medical Graduates ONLY: Bring copy of transcripts (English translation if applicable) AND ECFMG Certificate
This document will guide you through successful completion of the FCVS online license application. Read every item VERY CAREFULLY and THOROUGHLY to avoid paying the FCVS fees and significant delays in the application process.

**PGY 3 & above: follow steps 1-9**

**NOTARIZE DOCUMENTS IN THE GME OFFICE (WE HAVE 4 NOTARIES)**

PGY 3 and above: you may use the e-notary option (at your own expense)

1. Open a web browser (Google Chrome seems to work best)

2. In the address bar copy and paste the following URL: [https://portal.fsmb.org/MyFSMB/](https://portal.fsmb.org/MyFSMB/)

3. Click on the “FCVS” box
4. At the login page, click ‘Create an account’

5. **PGY 3+s**: Create your own username and password

**NOTE**: Did you receive an error message stating you already have an account? This may be true if you established an account while taking your USMLE exams. Contact FCVS at (888) 275-3287 if you do not remember your username & password. Immediately change your password to the one listed in 4b (you will not be able to change your username).
6. FCVS is currently testing a new website application. Once you create an account, you will be directed to either Screen A or Screen B below.

**Screen A: Many of you will be directed to the following screen:**

![Screen A](image)

**Screen B: Some will be directed to the new application which looks like the following screen:**

![Screen B](image)

7. Follow the steps to complete each required section:
   a. **NEW System:** Personal Information, Education & Certification, Licensure & Activities, Documents, and Review & Submit.
   b. **OLD System:** Personal Information, Pre-Medical Education, Medical Education, Postgraduate Training, Licensure, Certification, and Review & Submit.
**Helpful Tips as you complete the NEW System application:**

**DESIGNATION**
- a. Designation Type: Medical Board
- b. “Utah Physicians Licensing Board” or “Utah Osteopathic Physicians and Licensing Board”
  - i. DO NOT select Institution or Self

**PERSONAL INFORMATION**
- c. Authorized Contact: Give permission to Breanna Stoll to communicate with FCVS on your behalf
  - i. This field is missing on the new application. Email Brandon Evans at bevans@fsmb.org, with your Federation ID (found by clicking on the arrow at the top right corner of the screen by your name) and request to add Breanna Stoll as an authorized contact. He will manually update this on your application.

**EDUCATION & CERTIFICATION**
- a. List ALL of your training (completed and in-progress)
- b. Separate out your intern year of training (which you will show as “complete”) from your remaining training years (which you will show as “in progress”)
- c. Be sure to list all training institutions (if your training took place in different states)
- d. International Medical Graduates – enter clinical clerkships, supporting documentation, and ECFMG info
  - Add your USMLE, COMLEX, NBOME, etc. scores
    - i. If you took USMLE Step 2 after 2004, be sure to list both USMLE Step 2 CK & Step 2 CS

**LICENSURE & ACTIVITIES**
- a. Include any medical license(s) that you have held
- b. If you have never had a medical license, select “I do not have a state license”

**DOCUMENTS**
- a. Affidavit & CID – select the “Mail Affidavit” option. We do not cover the cost of the online notary.
- b. Authorization – Select the e-signature option. Due to several medical schools not accepting the e-signature, you will also be asked to fill out the hard copy authorization form.
- c. Supporting Documents –
  - i. Upload a copy of your medical school diploma (make sure all info appears & is easy to read)
  - ii. Upload copy of name change documents (marriage certificate, court records, etc.)

**REVIEW & SUBMIT**
- a. Review your application for completeness, submit, and pay the fees. If you are joining an accredited program, email your FCVS and DOPL receipts to Breanna.Stoll@hsc.utah.edu for reimbursement (occurs 4-6 weeks after you start the program).
8a. **Helpful Tips as you complete the OLD System application:**

**PERSONAL INFORMATION**
- Under the “Affidavit and Certification of Identification”, list your name exactly as it appears on the identity document (either birth certificate or passport) that you will present to the Notary.
- Under the “Additional Names” section, leave it blank unless you have legally changed your name, e.g. married name.
- **Authorized Contact:** Give permission to Breanna Stoll to communicate with FCVS on your behalf.

**MEDICAL EDUCATION**
- Upload a copy of your medical school diploma (make sure all info appears & is easy to read)
- International Medical Graduates — enter clinical clerkships, supporting documentation, and ECFMG info

**POSTGRADUATE (after medical school) TRAINING**, e.g. internship, residency, fellowship, etc.
- **DO NOT** select “I have no postgraduate training”
- You need to list ALL of your training (completed and in-progress)
- For those of you training at PCMC, you may enter either the address for PCMC or the U Hospital.
- Choose “no document available” for the post grad certificate(s)
- Separate out your intern year of training (which you will show as “complete”) from your remaining training years (which you will show as “in progress”)
- Be sure to list all training institutions (if your training took place in different states)

**LICENSURE**
- Include any medical license(s) that you have held
- If you have never had a medical license, select “I do not have a state license”

**LICENSURE EXMINATIONS (USMLEs and/or COMLEX)**
- **DO NOT** select, “I do not have any Licensure Examinations to Report”
- Add your USMLE, COMLEX, NBOME, etc. scores
  - If you took USMLE Step 2 after 2004, be sure to list both USMLE Step 2 CK & Step 2 CS
- Licensure — Controlled Substance Registrations
  - Select “I do not have a Drug Enforcement Administration (DEA) number”, unless you were previously issued a Federal DEA number
  - Select “I do not have a State Controlled Substance Registration number”, unless you were previously issued a controlled substance number

**SPECIALTY BOARD INFORMATION**
- Select “I do not have board certification”, unless you are board certified in a medical specialty

**REVIEW & SUBMIT - Chronology of Activities**
- You should see a yellow highlighted section that states, “There are no gaps or overlaps detected.”
- If there are errors listed, correct them before proceeding.

**REVIEW & SUBMIT - Recipient Designation**
- **Recipient:** select the “State Board” circle (DO NOT select Institution or Self)
- **State Board Accepting FCVS:**
  - MDs select “UT – Utah Physicians Licensing Board”
  - DOs select “UT - Utah Osteopathic Physician and Surgeons Licensing Board”
- **Application Purpose:**
  - Beginning PGY 3 or higher: select “Regular – Full License”
9. **PGY 3 and above residents/fellows** applying for Utah licensure.
   
g. Check all of your responses and then click on the “CHECKOUT” button at the bottom of the screen to complete your application.

h. Pay the licensing fees (via credit card or mail in a check)

i. Mail the following to FCVS:
   1. Copy of either a certified birth certificate or unexpired Passport w/notarized authorization form
   2. Upload an 8 ½ x 11 copy of your medical school diploma (all parts of the diploma must show).
      i. If your diploma is not in English, you must submit an English translation.

3. Copy of a certified marriage certificate (if you legally changed your last name)

4. Other legal documentation (if you changed your name, not due to marriage)

5. Signed FCVS authorization form

6. Signed FCVS affidavit, with a 2” x 2” passport size, color photo w/ a light background
   i. **NOTARIZE** the affidavit & the picture.
      1. Your signature must be on the photo (not covering your face)
      2. The notary stamp needs to touch your signature on the photo
      3. Ask the notary public to place a 2nd stamp somewhere else on the affidavit as the stamp often smears on the picture

7. **International Medical Graduates ONLY:**
   i. ECFMG authorization & affidavit, with another 2” x 2” photo
   ii. copy of transcripts (English translation if necessary)
   iii. copy of ECFMG Certificate
   iv. Signed FCVS affidavit, with a 2” x 2” passport size, color photo w/ a light background (no hats or sunglasses)
      1. **NOTARIZE** the affidavit & the picture
         a. Your signature must be on the photo (not covering your face)
         b. The notary stamp needs to touch your signature on the photo
         c. Ask the notary public to place a 2nd stamp somewhere else on the affidavit as the stamp often smears on the picture
   v. ECFMG authorization & Affidavit, including another 2” x 2” photo

**Federation of State Medical Boards**
400 Fuller Wiser Road, Suite 300
Euless, TX 76039

**NOTE:** If you are joining an accredited program at the University of Utah, save your FCVS, DOPL & Veridoc receipts for reimbursement. Turn them in to the GME Office once you have begun the program.

We are not permitted to reimburse licensure fees to residents/fellows joining non-accredited programs.

We do **not** reimburse Federal DEA fees (all U of U housestaff are eligible to receive a free “Fee Exempt” DEA – as long as it is not used for external moonlighting purposes). If you choose to obtain a “Fee Paid” Federal DEA for external moonlighting purposes, it’s done at your expense and will not be reimbursed.