

Tips on Applying for a Resident Physician License

License Application

- Go to <https://medicalboard.iowa.gov/services/forms.html> to apply for a license.
- Board uses an online application created by the Federation of State Medical Boards called the Uniform Application for Physician State Licensure (UA) for all physician license applications.
- Board DOES NOT require applicants to use the Federation Credentials Verification Service (FCVS) as part of the application process, though Iowa does accept FCVS.
- Read ALL instructions carefully and follow the instructions for the license type for which you are applying.
- Provide complete and accurate information on the UA. Inaccurate information causes delays in the application process.
- Submit the UA online to the board first and then mail the application fee with the addendums and release of information. Any addendums or fees that are received separately will be returned to you.
- Submit the application as soon as possible to ensure you have a license by your required start date.
- If you meet criteria for permanent licensure, confirm with your training program the type of license you are required to have.

Application Process

- Staff reviews applications in the order they are received. You will be notified via e-mail of the items needed to complete the application. Questions about your application should be directed to the staff person that reviewed your application.
- Applicants who answer “yes” to any of the yes/no questions in Addendum 2 should anticipate a longer processing time. Those applications are staffed by the executive director, director of legal affairs, and director of licensure to determine whether the application needs to be reviewed by the Licensure Committee of the Board.
- Licensure Committee of the Board meets April 25-26, June 27-28, August 29-30, October 24-25 & December 19-20.
- When the license is issued, staff sends you an e-mail with a letter attached that identifies your license information. This is the only document you will receive with your license information.

After the License is Issued

- Change of Address: When you move to the location of your residency program, please update your home and work address with the board. To update your address go to www.medicalboard.iowa.gov, A to Z Listing, and select Change of Address.

Receipt of Payment

- If you need a receipt for your application fee, please submit your request to Shantel Billington at Shantel.billington@iowa.gov or 515-281-3654.

Contact Information

- Questions about the content that needs to be entered on the UA, eligibility requirements, or the application process, call the board’s main number at 515-281-6641
- For technical assistance in using or accessing the UA, call 817-868-5194.