



STATE OF WASHINGTON

## MEDICAL QUALITY ASSURANCE COMMISSION

*PO Box 47866, Olympia, Washington 98504-7866*

Welcome to Washington and to the Medical Commission, the state medical board of Washington! Our goal is to license you as accurately and quickly as possible.

In Washington, you have two application options: the Commission “physician initial license application” or the Federation of State Medical Boards (FSMB) “Uniform Application”:  
<http://goo.gl/dmBmEi>

The packet includes:

- Instructions and application;
- Courtesy forms for your use when requesting supporting documents.

**NOTE:** All supporting documents must arrive from the primary source. The Commission accepts the Credentials Verification Service (FCVS) packet from FSMB in lieu of the medical school transcripts, exam transcripts, and postgraduate training verification.

### Process

1. A Commission licensing representative will contact you with a status update via email within one to two weeks of receiving the application and fee, which is \$491.00;
2. After receiving the application and fee, will mail you the FBI fingerprint packet, which you must complete at your local law enforcement office.
3. Once all documents are received and background checks are cleared, our staff will review the completed application and issue your license. This review and approval takes less than seven (7) days for 99 percent of our applicants.
4. You will receive an email that your license is issued but you may check your status at any time on the Provider Credential Search site: <https://goo.gl/J4EqDm>

### Best Practices for Quick Licensure

- To avoid delays, submit all application information and forms at one time with payment;
- Complete the FBI fingerprints as soon as possible to expedite review of your application;
- Email your licensing representative if you have any questions.

The majority of our applicants take 45 days to complete the licensing process, but this time can be reduced by following the best practices and regularly communicating with your licensing representative. If you have any other questions please contact us at 360-236-2750 option #1 or by email: [medical.commission@doh.wa.gov](mailto:medical.commission@doh.wa.gov)

Sincerely,

*Dawn Thompson*

Dawn Thompson, Licensing Manager

August 11, 2016