



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE  
DEPARTMENT OF STATE  
DIVISION OF PROFESSIONAL REGULATION  
BOARD OF MEDICAL LICENSURE AND DISCIPLINE

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: DPR.DELAWARE.GOV

## APPLICATION FOR PHYSICIAN TRAINING LICENSURE RESIDENTS, INTERNS, FELLOWS, HOUSE PHYSICIANS

### INSTRUCTION SHEET

#### When to Apply

File this application when a physician is employed in an ACGME-approved ***institution located in Delaware*** and is:

- a Resident, Intern or Fellow registered in a training program outside of Delaware who will rotate through a program in Delaware for over one month, or
- employed as a House Physician

For more information about Training licensure, see Section 5.2 of the Board's [Rules and Regulations](#).

#### Requirements for All Applicants

- Submit completed, signed and notarized [Application for Physician Training Licensure](#).
  - Both applicant and Director of Training Program/Supervising Physician must sign the application in front of the notary.
- Enclose the [processing fee](#) by check or money order made payable to "State of Delaware."
- If you answer "yes" to Questions 16 - 31 in the DISCLOSURES section, you must fully explain your answer. It is suggested that you use the [Physician Self-Report](#) form for this purpose. However, if the *Physician Self-Report* does not fully cover your situation, you may submit a signed, notarized statement in lieu of or in addition to the *Physician Self-Report*.
- Complete the *Criminal History Record Check Authorization* form to request state and federal criminal background checks. Follow the instructions on the form to arrange to be fingerprinted.
  - You must meet this requirement *even if* you recently had a criminal background check done for some other reason.
- Complete, sign and submit the *Delaware Child Protection Registry Request Form* to the Department of Services for Children, Youth & Their Families following the instructions on the form.
- If you have never been issued a U.S. Social Security Number (SSN), submit a [Request for Exemption from Social Security Number Requirement](#).
  - *The Privacy Act of 1974, Section 7, requires the following information to be given to all applicants:* Applicants for any Delaware professional or occupational license, permit, registration or certificate (other than Gaming permits) are required to provide a U.S. SSN (29 *Del. C.* §8735(m)). The Division of Professional Regulation uses the SSN primarily to verify identity and safeguard personal information. It may also be used to enforce child support obligation (13 *Del. C.* §2216) and for other lawful purposes.

#### Additional Requirements for Fellows and House Physicians

If you are employed as a Fellow or House Physician, the following additional requirements apply.

- Submit an 8 1/2" X 11" copy of your Postgraduate Education Training Certificate(s).
- A personal interview with a member of the Board is required. When your application has been reviewed, the Board office will notify you whom to contact to schedule your interview.



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### APPLICATION FOR PHYSICIAN TRAINING LICENSURE RESIDENTS, INTERNS, FELLOWS, HOUSE PHYSICIANS

#### IDENTIFYING AND CONTACT INFORMATION

- Full Name: \_\_\_\_\_  
Last First Middle
- Other Names Used: \_\_\_\_\_  
(Include maiden, prior married, alternate spellings)
- Date of Birth (month/day/year): \_\_\_\_\_ Gender: Male  Female
- Have you been issued a U.S. Social Security Number? Yes  No  If yes, enter SSN: \_\_\_\_\_  
If no, you must file a [Request for Exemption from Social Security Number Requirement](#).
- Personal Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip
- Phone: \_\_\_\_\_ Home Work Email: \_\_\_\_\_

#### INSTITUTION INFORMATION

- Enter this information about the institution **in Delaware** where you will be employed/trained:  
Name: \_\_\_\_\_ Department: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
This is the address to which all correspondence, including your ACGME Training license, must be sent.  
\_\_\_\_\_  
City State Zip
- Start Date of Employment/Training (month/day/year): \_\_\_\_\_
- Type of Employment/Training (check one):  Intern  Resident  Fellow  House Physician
- Do you understand that you must limit yourself solely to practice within the hospital or to medical duties outside the hospital that are assigned to you as part of your internship or resident training program? Yes  No

#### MEDICAL EDUCATION

- Enter this information about your medical school:  
Name: \_\_\_\_\_ Graduation Date: \_\_\_\_\_  
Location Address: \_\_\_\_\_

**If you were not a U.S. citizen when you enrolled in a medical school outside the U.S., submit 8 1/2" X 11" copy of your ECFMG certificate.**

12. If you are employed as a Fellow or House Physician, enter complete information about your post-graduate training. If you are employed as an Intern or Resident, skip to Question 13.

HOSPITAL/INSTITUTION	LOCATION	DATES OF TRAINING	SPECIALTY

If you are employed as a Fellow or House Physician, submit an 8 1/2" X 11" copy of your Postgraduate Education Training Certificate(s).

### EXAMINATION AND LICENSURE HISTORY

13. Have you ever taken any of these examinations administered by the USMLE, FLEX, National Board, or State Boards? Yes  No  If yes, provide the following information:

EXAM	LOCATION	DATE

14. Have you ever failed a licensing exam? Yes  No  If yes, explain: \_\_\_\_\_

15. Have you ever held a medical license issued by another jurisdiction (state, U.S. territory, or District of Columbia)? Yes  No  If yes, list *each* jurisdiction where you have *ever* held a medical license, including training licenses.

JURISDICTION	LICENSE NUMBER	ISSUE DATE	EXPIRATION DATE

### DISCLOSURES

If you answer "yes" to Questions 16 - 31 in this section, you must fully explain your answer. It is suggested that you use the *Physician Self-Report* form for this purpose. However, if the *Physician Self-Report* does not fully cover your situation, you may submit a signed, notarized statement in lieu of or in addition the *Physician Self-Report*. The statement should specify the state where the incident occurred, the issues involved and any further information you wish to provide.

16. Have you ever been convicted of or entered a plea of guilty or *nolo contendere* (no contest) to any felony, misdemeanor or any other criminal offense in any jurisdiction, including any offense for which you have received a pardon? Yes  No

**Arrange for the Board office to receive state and federal criminal background checks.**

17. Have you ever been the subject of an investigation by a licensing authority, medical association, hospital or other healthcare institution? Yes  No  If yes, provide a copy of any documents in your possession related to the final disposition of the investigation and continue to Question 18. If no, skip to Question 19.

18. Do you agree to sign an authorization for the Board of Medical Licensure and Discipline and the Division of Professional Regulation to obtain any and all information concerning the disposition of the investigation directly from the licensing authority, medical association, hospital or other healthcare institution? Yes  No

19. Have you ever been convicted of violating the Medical or Osteopathic Practice Act of another state? Yes  No

20. Have you ever engaged in the practice of medicine or osteopathy without a license? Yes  No

21. Have you ever been refused a narcotic license or had such license modified, suspended, canceled, or prescribed narcotic drugs unlawfully? Yes  No
22. Have you ever willfully violated the confidence of a patient? Yes  No
23. Have you ever been convicted of fraud? Yes  No
24. Have you ever had a medical or osteopathic license denied, revoked, suspended, or limited or placed under probation? Yes  No
25. Have you ever had any action taken against you by the Narcotics Bureau of the Treasury Department, or the Drug Enforcement Agency of the Department of Justice or a State's Narcotic Agency in this country or any other country? Yes  No
26. Have you ever had a disciplinary action taken against you by a Medical or Osteopathic Society? Yes  No
27. Have your hospital privileges ever changed as a result of a disciplinary action taken by a hospital? Yes  No
28. Has a settlement ever been made or a verdict rendered against you in a malpractice action? Yes  No
29. Are any charges pending against you or are you under investigation regarding a felony or misdemeanor or unprofessional conduct, or professional misconduct, or malpractice? Yes  No
30. Are you now, or have you ever been dependent upon the use of alcohol, stimulants, or habit-forming drugs or been treated or disciplined for their use? Yes  No
31. Have you had either a mental or physical illness which interfered with your practice for over a month? Yes  No
32. Are you physically and mentally capable of engaging in the practice of medicine according to generally accepted standards, and would you submit to such an examination as the Board may deem necessary to determine your capability? Yes  No

#### DUTY TO REPORT

33. To obtain a license in Delaware, you must certify that you understand that you have a **mandatory** obligation to file a written report with the Board of Medical Licensure and Discipline within 30 days if you have any reason to believe that a medical practitioner *other than yourself* is (or may be) guilty of unprofessional conduct as defined in 24 Del. C. §1731 OR that he/she is (or may be):
- medically incompetent
  - mentally or physically unable to engage safely in the practice of medicine
  - excessively using or abusing drugs including alcohol.

I certify that I have read and understand the provisions of [24 Del. C. §1730](#), [24 Del. C. §1731](#) and [24 Del. C. §1731A](#) and that I understand my *duty to report*. Yes  No

34. To obtain a license in Delaware, you must certify that you understand that you have a **mandatory** obligation to make an immediate oral report to the Department of Services for Children, Youth and Their Families if you know of, or you suspect, child abuse or neglect under Chapter 9 of Title 16 and to follow up with any requested written reports.

I certify that I have read and understand [16 Del. C. §903](#) and that I understand my *duty to report*. Yes  No

**Complete, sign and submit the *Delaware Child Protection Registry Request Form* to the Department of Services for Children, Youth & Their Families following the instructions on the form.**

35. To obtain a license in Delaware, you must certify that you understand that you have a **mandatory** obligation to self report all of the following:
- Any change in hospital privileges and any disciplinary action taken by any medical society against you within 30 days (24 Del. C. §1730(b)(1))
  - Any civil or criminal investigation in any jurisdiction which concerns your certification or license or other authorization to practice medicine within 30 days (24 Del. C. §1730(b)(2))
  - All information concerning medical malpractice claims settled or adjudicated to final judgment, as provided in Chapter 68 of Title 18, within 60 days. (24 Del. C. §1730 (c))
  - Each final judgment, settlement, or award against you regardless whether you have malpractice insurance, within 30 days of the final judgment, settlement, or award. (24 Del. C. §1731A (f))
  - Any reports filed against you with the Department of Services for Children, Youth and Their Families under Chapter 9 of Title 16 concerning child abuse or neglect (24 Del. C. §1730 (d))
  - Any reports filed against you to the Division of Long Term Care Residents Protection under Chapter 85 of Title 11 concerning adult abuse, neglect, mistreatment or financial exploitation (24 Del. C. §1730 (d))

I certify that I have read and understand all of provisions in the [Delaware Medical Practice Act](#), including those listed above, and understand my *duty to self report*. Yes  No

**If this application requires Board review, the Board office must receive all of these items no later than 4:30 PM ten full working days before the Board's meeting date:**

- **Completed, signed and notarized application form**
- **Fee payment**
- **All required supporting documentation.**

**Applications that are not complete within six months of filing may be considered abandoned and discarded.**

**Please note: When your application is complete, please allow 4-8 weeks to receive your license. A complete application is one that includes all required documentation and correct payment.**

***APPLICATIONS THAT ARE INCOMPLETE, UNSIGNED, NOT NOTARIZED OR NOT ACCOMPANIED BY THE REQUIRED PROCESSING FEE WILL BE REJECTED.***

### **AFFIDAVIT OF APPLICANT**

I swear all of the following:

- I am the person who executed this application.
- The statements contained on this application are true in every respect.
- I have not suppressed or withheld information that might affect this application.
- I will abide by the laws and the ethical standards of this profession.
- I have read and understand this statement.

I hereby authorize and consent to have an investigation conducted to determine my professional qualifications, to determine whether I have previously engaged in unprofessional conduct as defined in 24 Del. C. §1731 or the Rules and Regulations of the Delaware Board of Medical Licensure and Discipline and to determine that I am physically and mentally capable of engaging in the practice of medicine with safety to the public.

I authorize and request every person, hospital, clinic, community, governmental agency (local, state, federal or foreign), court, association, institution or other organization having control of any documents, records or other information pertaining to me, to furnish to the Delaware Board of Medical Licensure and Discipline any such information, including documents, records regarding charges or complaints filed against me, formal or informal, pending or closed, or other pertinent data and to permit the Delaware Board of Medical Licensure and Discipline or any of its agents or representatives to inspect and make copies of such documents, records, and other information, in connection with this application, subsequent licensure or practice thereunder.

I understand and acknowledge that the Delaware Board of Medical Licensure and Discipline will rely on the information I have provided in this application in making its determination on licensure. I hereby expressly agree to

- Keep the information in this application current until such time as the Board has finally acted on it, and
- Promptly provide any and all additional information requested by or on behalf of the Board.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**VERIFICATION OF DIRECTOR OF TRAINING PROGRAM**

I verify that the above-named Resident/Intern/Fellow/House Physician will be employed or participating in a training program at \_\_\_\_\_ beginning \_\_\_\_\_  
Name Of Institution month/day/year  
and that he/she will be under the supervision of a fully licensed physician in the State of Delaware. I further certify that the credentials of the Resident/Intern/Fellow/House Physician have been reviewed and approved. I understand that this license will expire on the day the applicant's employment with this institution ends, and I agree to notify the Board office no later than three days following the end of the employment relationship.

\_\_\_\_\_  
Printed First and Last Name of the Director of the Training Program

**Signature of Director:** \_\_\_\_\_ Date: \_\_\_\_\_

Delaware Physician License Number: \_\_\_\_\_

**STATEMENT OF SUPERVISING PHYSICIAN**

I accept responsibility for the applicant's practice of medicine and surgery in this institution.

\_\_\_\_\_  
Printed First and Last Name of Supervising Physician

**Signature of Supervising Physician:** \_\_\_\_\_ Date: \_\_\_\_\_

Delaware Physician License Number: \_\_\_\_\_

**NOTARY PUBLIC**

State of \_\_\_\_\_, County of \_\_\_\_\_

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 2\_\_\_\_\_.

Notary Public Signature: \_\_\_\_\_

SEAL

My Commission expires: \_\_\_\_\_

# Instructions for Requesting a Criminal Background Check

*Both state and federal criminal background checks are required.*

## Locations

### Kent County – Primary Facility

State Bureau of Identification  
Blue Hen Mall & Corporate Center  
655 Bay Rd. Suite 1B  
Dover, DE 19901

**Walk-ins accepted:** Mon 9 am – 7 pm, Tue - Fri 9 am – 3 pm

Customer Service: (302) 739-2134

### New Castle County - Satellite Facility

State Police Troop Two  
100 LaGrange Ave  
Newark, DE 19702  
(Between Rts. 72 and 896 on Rt. 40)

**By appointment only**

Scheduling: (302) 739-2528 (local)

(800) 464-4357 (toll free)

### Sussex County – Satellite Facility

Delaware State Police Troop Four  
South DuPont Hwy & Shortley Rd. Georgetown DE  
19947

(Across from DelDOT & the State Service Ctr.)

**By appointment only**

Scheduling: (302) 739-2528 (local)

(800) 464-4357 (toll free)

## Applicants Residing in Delaware

1. If you are using the New Castle or Sussex Counties locations, call **(800) 464-HELP (4357)** to schedule an appointment. No appointments are needed at the Kent County location.
2. Take the completed *Authorization for Release of Information* form to one of the offices listed above with the fee of \$69.00, to cover both the State and Federal criminal checks. Money orders and credit cards other than American Express are accepted at all locations. New Castle and Kent Counties accept cash; Sussex County does not accept cash. *Personal checks are not accepted in any county.* As fees are subject to change, contact the agency where you plan to submit your forms for current fees.

## Out-of-State Applicants

1. You can be fingerprinted by your local police agency. All types of fingerprint cards are accepted. If your local police agency cannot provide a fingerprint card, call **(302) 739-2134** to request a fingerprint card.
2. Your *Authorization for Release of Information* form and fingerprint card must be complete. If identifying information is missing (such as name, date of birth, race, sex, etc.), your form will be returned. Send the *Authorization* form, fingerprint card, and certified check or money order (*personal checks are not accepted*) for \$69.00 made payable to "Delaware State Police" to:

**Delaware State Police  
State Bureau of Identification (SBI)  
PO Box 430  
Dover, DE 19903-0430**

⇒ **ALLOW FOUR WEEKS FOR RECEIPT OF RESULTS.**

**DO NOT SEND THE FORM OR FEE TO THE BOARD OFFICE**



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**AUTHORIZATION FOR RELEASE OF INFORMATION**

**CRIMINAL HISTORY RECORD CHECK FOR PROFESSIONAL LICENSURE APPLICANTS**

PLEASE PRINT OR TYPE ALL INFORMATION IN BLACK INK.

**CHECK TYPE OF LICENSURE FOR WHICH APPLYING:**

- Adult Entertainment
- Deadly Weapons Dealer
- Dental
- Medical
- Nursing
- Nursing Home Administrator
- Pharmacy
- Texas Hold'em Dealer

**ENTER FULL CURRENT NAME:**

Last Name	First Name	Middle Initial	Suffix (e.g., Jr., Sr.)

**ENTER ALL OTHER NAMES USED IN THE PAST (including, but not limited to, maiden name, former married names, alternative spellings):**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**AUTHORIZATION TO RELEASE INFORMATION**

As an applicant, I authorize release of any and all information that you have concerning me, including **CRIMINAL HISTORY RECORD INFORMATION** and other information of a confidential or privileged nature. I hereby release you, your organization, the State of Delaware and others from any liability or damage which may result from furnishing this information:

**SIGNATURE OF PERSON PRINTED:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work: \_\_\_\_\_

**MAIL THE RESULTS OF MY CRIMINAL HISTORY REQUEST TO:**

**Division of Professional Regulations  
861 Silver Lake Boulevard, Suite 203  
Dover DE 19904  
SLC D420A**

**USE OF CRIMINAL HISTORY RECORD INFORMATION IS RESTRICTED BY LAW AND SHALL BE LIMITED TO THE PURPOSE FOR WHICH IT WAS GIVEN. MISUSE CONSTITUTES A CRIMINAL VIOLATION.**

