

The answers provided are not meant to be a substitute for legal advice.

Q. How do I obtain an application for licensure or registration?

A. For an application to take the USMLE Step 3 medical exam, call the Federation of State Medical Boards at 800-876-5396.

For all health profession applications, including relicensure, or to receive copies of the law and rules, go to www.michigan.gov/healthlicense or call the Licensing Division at 517-373-8068.

Applicants must submit the completed application and appropriate fee, and arrange for supporting documents to be submitted to the Licensing Division. Applicants that are currently licensed or have ever been licensed in another state must arrange for the other state(s) to submit verification of licensure directly to the Licensing Division. Detailed instructions are included in each application packet.

Q. What methods are accepted for initial payment of application fees?

A. The Licensing Division currently accepts fee payment by personal check, cashiers check, or money order. All checks and money orders must be drawn from a US financial institution and paid in US funds.

Q. Does my application need to be reviewed by the Board before I am approved for licensure?

A. In most cases, applications for licensure are reviewed and approved by Division staff. In rare instances, approval of an application file may need to be determined by the Board itself.

Q. How do I change my name or address with the Board?

A. Name changes must be submitted in writing by downloading the [Data Change/Duplicate License Request Form](#). Address changes can be submitted online at www.michigan.gov/elicense or in writing by downloading the [Data Change/Duplicate License Request Form](#). Fax it to 517-373-7179 or mail it to the Department of Licensing and Regulatory Affairs, Bureau of Professional Licensing, Licensing Division, PO Box 30670, Lansing, MI 48909.

New licenses are not automatically issued for name and/or address changes. To receive a license with your new name and/or address, you must submit \$10.00 per license with your request. Duplicate licenses can be paid for online at www.michigan.gov/elicense.

Q. How do I get a duplicate license?

A. You may obtain a duplicate license if your license has been lost, stolen, or destroyed. You must request a duplicate license in writing and submit \$10.00 per license with your request. Mail to the Department of Licensing and Regulatory Affairs, Bureau of Professional Licensing, Licensing Division, PO Box 30670, Lansing, MI 48909.

If it has been at least a month since your license was issued and it has not been received, you may be issued a duplicate by submitting a written request.

Q. I work in more than one location. How can I have my license on display in all of my work sites?

A. You may make photocopies of your professional license to display in other work sites.

Q. Do I need a controlled substance license for every location in which I practice?

A. Effective December 2, 2004 you are no longer required to have a separate controlled substance license for each location in which you prescribe controlled substances. **You only need one controlled substance license to prescribe controlled substances in Michigan regardless of the number of locations where you prescribe.**

If you are receiving or storing controlled substances a separate controlled substance license is required for each physical location.

If you dispense any medication to patients other than complimentary starter dose drugs (samples), a drug control license is required for each physical location. This includes controlled substances as well as non-controlled drugs. Please note the requirement for a drug control license does not apply to veterinarians.

Q. Which number on the license I received is my license number?

A. Your license number is referred to as the "Permanent I.D. No." on your license.

Q. Why is my first license valid for less than one year?

A. The license you receive after initially applying for licensure or relicensure is valid only until the next renewal period for your profession, not for a full calendar year. After your first renewal of that license, you will receive licenses valid for the regular renewal cycle established for your profession.

Q. Do the Michigan Boards of Medicine and Osteopathic Medicine and Surgery issue specialty certifications for physicians?

A. No. Specialty certifications for physicians are issued by the American Board of Medical Specialties at www.abms.org.

Q. How can I verify that my health practitioner is licensed in Michigan? (Licensees who need verification to another State should read the next question.)

A. You may verify the licensure of licensed health professionals in Michigan one of three ways:

- Call our Verification Unit at 517-373-8068.
- For a written verification, submit \$15.00 fee by check or money order made payable to State of Michigan and mail request with payment to: Department of Licensing and Regulatory Affairs, Bureau of Professional Licensing, Licensing Division, Prelicensure Section, PO Box 30670, Lansing, MI 48909.
- [License Verification Website](#)

Q. How do I have my license verified to another state?

A. To obtain a written verification of your Michigan license to be sent to another state, you must submit this request in writing to the Department of Licensing and Regulatory Affairs, Bureau of Professional Licensing, Licensing Division, Prelicensure Section, PO Box 30670, Lansing, MI 48909 along with the \$15.00 fee (check or money order made payable to State of Michigan) for certification processing. Your written request should include your name as it appears on your license, your license number, and the name and address of the state board to which the certification should be sent. Normal processing time is 20-30 business days.

Q. How can I find out if my health practitioner has ever had disciplinary action taken against him or her?

A. To find out whether a licensed Michigan health professional has ever had a license disciplined, go to our [License Verification Website](#) or call our Customer Service Section at 517-373-8068. If there has been disciplinary action against the license, you may obtain specific information regarding the disciplinary action by requesting it through Freedom of Information in writing to:

Email: LARAFOIAInfo@michigan.gov

U.S. Mail: State of Michigan
Department of Licensing and Regulatory Affairs
c/o FOIA Coordinator
Ottawa Bldg., 4th Floor
P.O. Box 30004
Lansing, MI 48909

Fax: 517-335-4037

Q. Is it possible to come to your office and pick up my license in person or have a copy of it faxed to me?

A. No. While licenses are issued by the Licensing Division, they are not printed and mailed from our office. Office staff never see the licenses they issue. It takes approximately two weeks from the time a license is issued until the time it is received by the licensee. If it is necessary to verify your license before it is received, you may call our Customer Service Section at 517-373-8068 for verbal confirmation.

Q. I never received my renewal notice. Why do I need to pay the late fee?

A. It is the responsibility of the licensee/registrant to make sure that his or her license/registration is renewed, whether a renewal notice was or was not received. After the expiration date of a license/registration, the

licensee/registrant has 60 days in which to still renew a license/registration by paying the renewal fee plus the late fees associated with the license(s) or registration held. If the license/registration is not renewed by the end of the 60-day grace period, the license/ registration is lapsed and the licensee/registrant must apply for relicensure/re-registration. Effective January 1, 2011 licenses and registrations may only be renewed online at www.michigan.gov/elicense.

Q. Can I work in Michigan using a license from another state?

A. No. Apart from those exceptions listed in Section 333.16171 of the Public Health Code, it is a felony to practice a regulated health profession in Michigan without first obtaining a license or registration from this office.

Q. How long does it take to process my application?

A. Applications are processed as quickly as possible. We process applications in the order they are received.