

# Applying for a License via the Interstate Medical Licensure Compact?

## THINGS YOU NEED TO KNOW

1. A Physician with an Active Montana license who wishes to be licensed in another state via the IMLC must apply through the Interstate Medical Licensure Compact Commission's website, [www.imlcc.org](http://www.imlcc.org)
2. The IMLCC will charge an application fee of \$700.00, payable by credit card.
3. The Physician must submit fingerprints to the Montana Department of Justice for a state and federal criminal background check. Fingerprint cards are available from most local law enforcement agencies and the Montana DOJ. Complete the information requested at the top of the fingerprint card prior to having your prints taken and include the following information (as shown in the sample below):

**ORI:** MT920094Z

**EMPLOYER AND ADDRESS:** Board of Medical Examiners

**REASON FINGERPRINTED:** MtCA 37-3-305

The image shows a sample fingerprint card form. The form is divided into several sections. At the top left, it says 'APPLICANT' and 'LEAVE BLANK'. Below this, there are fields for 'LAST NAME', 'FIRST NAME', and 'MIDDLE NAME'. A blue arrow points to the 'ORI' field, which contains 'MT920094Z'. Another blue arrow points to the 'EMPLOYER AND ADDRESS' field, which contains 'Board of Medical Examiners'. A third blue arrow points to the 'REASON FINGERPRINTED' field, which contains 'MtCA 37-3-305'. The form also includes fields for 'DATE OF BIRTH', 'DOB', 'CITIZENSHIP', 'SEX', 'RACE', 'HGT', 'WGT', 'EYES', 'HAIR', 'PLACE OF BIRTH', 'JOB', 'CLASS', and 'REASON FINGERPRINTED'. A large 'SAMPLE' watermark is overlaid on the bottom half of the form.

Most local law enforcement agencies will collect your fingerprints for a nominal fee. Once your prints are collected, send the completed fingerprint card and a check or money order for \$27.25 (payable to "Montana Department of Justice" to:

**Montana Criminal Records, 2225 11<sup>th</sup> Ave/P.O. Box 201403, Helena MT 59620-1403.**

Please make sure you place accurate postage on the envelope. If DOJ rejects your fingerprint card as "unreadable," the Board office will notify you and you will have to re-submit your fingerprints.

Criminal History Record Information (CHRI) generated from your fingerprints will be released only to the Board of Medical Examiners, which cannot share the information with any other entity, including the Interstate Medical Licensure Compact Commission.

4. Once the Board has completed its review of your qualifications (as listed in MCA 37-3-356) you will be notified about whether you qualify for licensure via the Compact or not. The Commission also will be notified, but only as to whether you are “Qualified” or “Not Qualified.

*NOTE: You may be asked to provide additional information regarding your qualifications, such as the records of your medical licensure examination, if the Board cannot access that information directly.*

5. If you are found to be qualified for licensure, a Letter of Qualification will be sent to the Commission. You then will be contacted about the states where you desire licensure. You will pay all licensure fees to the Commission.

If you have any additional questions about licensure via the Interstate Medical Licensure Compact, contact Ian Marquand, the Board’s executive officer at 406-841-2360 or [imarquand@mt.gov](mailto:imarquand@mt.gov)