

Annual Medical License Renewal

WE ARE MOVING

We will be moving office locations during December 2017 – January 2018.
1740 W Adams, Ste. 3000 Phoenix AZ 85007.

IMPORTANT NEWS

Every year the Board encourages our Physicians to renew early and not wait until the last minute. It especially important this year as the Board will be moving during this renewal cycle. The website MAY experience interruption late December so be prepared and renew early.

Medical License:

Renewal must be received on or before the expiration date January 1st

Do not wait until the last minute to renew. The Board is not responsible for any problems you may encounter while using the online system, or delays in mailing. Late fees will be required if renewal application is postmarked after January 1 2018. The late fee cannot be waived.

Online Renewal:

1. Use the ONLINE OPTIONS you will be prompted to sign in with your name and last 4 digits of your SS #. Once you complete the process, you will be allowed to print your certificate.

To Renew with a paper application:

1. In Forms locate the 2018 Renewal Application (Fillable Form)
2. You will fill the blue spaces on the form, then print the application and sign and mail.
3. A complete renewal application along with the fee, must be supplied to the board on or before January 1st, to avoid a late fee.

UPDATE ADDRESSES

32-1507. Change in status; assessment of costs Each person who holds a license or certificate pursuant to this chapter shall inform the board in writing, within **thirty days**, of any change in status of that person's initial application including any change of name, residence, practice address and telephone number and of each subsequent change of status.

Every physician must have an address available to the public. If only one address is provided, even if it is your home address, it will be available to the public. **Primary Office Address:** This is the office/principle place of business.

Secondary Location Address: Any other location in which you conduct business/maintain a continued activity.

Home Address: You are required to provide a home address and phone number. They will not be released to the public unless you fail to provide an office address.

Mailing Address: Please provide a mailing address, this will be the location the renewed license(s) will be mailed.

Email Address: This address is optional and will not be provided to the public, however in an effort to keep Board costs at a minimum and licensing fees from increasing, the Board will be emailing appropriate Board correspondence to our licensees.