

Arizona Medical Board Important Warning Regarding License Renewal

Renewal applicants should submit their renewal applications as early as possible. [A.R.S. § 32-1430\(A\)](#) requires that a person holding an active medical license shall renew the license on or before the licensee's birthday. Any renewal submitted 30 days after the licensee's birthday must also include a penalty fee of \$350.00.

PLEASE be aware that if a renewal application is not complete within four months after the licensee's birthday, **the license will expire**. The renewal is not considered administratively complete until all required documents are submitted. See list of items below that may render the license application deficient.

PLEASE NOTE: IF THE APPLICATION DEFICIENT ITEMS ARE NOT RECEIVED WITHIN 60 DAYS OF THE DEFICIENCY NOTICE, YOUR ARIZONA MEDICAL LICENSE WILL EXPIRE ON ITS SCHEDULED EXPIRATION DATE. For licensees whose 60 day deadline to submit deficient items extends past the expiration date, the license will expire at the 60 day deficiency letter deadline set forth in the deficiency letter.

ANY DEFICIENT ITEMS THAT ARE RECEIVED AFTER THE 60 DAY PERIOD WILL NOT BE ACCEPTED. IF YOUR LICENSE EXPIRES YOU MAY REAPPLY AS AN INITIAL APPLICANT.

*Deficient Items may include;

- A completed application with payment. Leaving one box unchecked on the application may constitute an incomplete renewal.
- **Verification of completed Training Unit**, either completed during online renewal or submitted with paper renewal form
 - If submitting renewal form by fax or mail, please access the training unit on our website, www.azmd.gov > Physician Center > [Additional Forms](#) > [Training Unit](#)
- Proof of lawful presence in the United States (if applicable);
- **Citizenship Statement form**
- Verification of Completed Continuing Medical Education (if randomly selected for audit); and
- Corresponding documentation regarding any "yes" answers on either questionnaire section of the renewal application
- **A full set of fingerprints on the fingerprint card provided by the Board for purposes of obtaining a state and federal criminal records check.**

If your license expires before a timely and sufficient renewal application is submitted to the Board, you must **cease practicing** medicine in Arizona and you must **reapply** for and receive a new Arizona license before resuming the practice of medicine in this State.

Please note that you will NOT receive a wallet card or any other confirmation of approval. To view or print a copy of the MD Profile Page/license, go to www.azmd.gov > [Doctor Search](#).