



New Mexico Medical Board

2055 S. Pacheco Street

Building 400

Santa Fe, NM 87505

505-476-7220 505-476-7233 fax

Susana Martinez
Governor

Steven Weiner, M.D.
Chair

GUIDELINES FOR APPLICANTS AND REPRESENTATIVES

The New Mexico Medical Board (NMMB) understands that you have contracted with a service to prepare and help process your application to obtain a license to practice medicine in New Mexico. The NMMB will make every effort to work with you and the service you have chosen to process your application in an efficient and timely manner. In order to do so, the NMMB has developed guidelines we expect you and your service to follow.

- The New Mexico Board ***must receive a signed authorization from the applicant*** permitting us to communicate personal application data with a designated service or person.
- The NMMB will ***only*** communicate with you and one primary person designated by the service representing you. Therefore, if someone calls the NMMB to inquire about the status of your application and that name has not been designated, we will not release any information.
- The application ***must be complete and accurate*** in every respect. This is ***critical*** in determining the length of time it will take the NMMB to process the application and issue you a license.
- ***ALL applicants and their representatives should note the following:***
 - The licensing process usually takes ***approximately 3 months***, but may take longer to complete, ***depending on the accuracy, complexity, and completeness of the application***;
 - The NMMB ***does not*** process according to “start dates.” It is your responsibility (or that of the service with which you have contracted) to allow enough time for the Medical Board to process your application; we strongly recommend that you ***start no less than 3 months ahead*** of a “start date.”
 - Typical delays are caused by:
 - Multiple malpractice cases, especially with settlements;
 - Gaps in education, training, and work history of more than 6 months duration;
 - “YES” answers to Professional Practice Questions or to the questions asked on the Oath page. When in doubt as to whether to answer “yes,” or “no”, ***answer “yes” and provide an explanation.***
 - ***TO AVOID DELAYS, PLEASE PROVIDE COMPLETE EXPLANATIONS***
- The New Mexico Medical Board will provide status information to you and/or your representative by:
 - Calling our ***Licensure Status Line*** (505) 476-7245, or
 - E-mailing nmbme@state.nm.us.
 - Messages received will be answered ***after 3:00 P.M., M.S.T.***



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Authorization to Release Information

I, _____ have contracted with
Name of Applicant _____ to assist with the New
Name of Service _____
Mexico Medical Board's licensure process. The following employees of
_____ shall be designated
Name of Service _____
to obtain information regarding the licensure status of my application:

I certify that I have thoroughly read and understand the application instructions
and Guidelines for Applicants and Representatives.

Printed Name

Signature

Date