



## Florida Department of Health (DOH) Licensure Process

The Florida DOH oversees licensure for healthcare professionals (e.g., physicians, nurses, pharmacists, etc.).

Here are the steps:

### **Step 1: Determine the Type of License You Need**

- Visit the [Florida DOH website](#) and identify the specific profession or license type you are applying for.
- Review the requirements for that license, including education, exams, and documentation.

### **Step 2: Complete the Application**

- Access the application for your specific license type through the Florida HealthSource Portal: [HealthSource Portal](#).
- Fill out the application form completely and accurately.
- Pay the required application fee (non-refundable) online via the portal.

### **Step 3: Submit Supporting Documentation**

- Gather and submit all required documents, such as:
  - Proof of education (e.g., transcripts, diplomas).
  - Exam scores (e.g., USMLE, NCLEX, or other board exams).
  - Verification of licensure from other states (if applicable).
  - Letters of recommendation or professional references (if required).
- Submit documents electronically through the portal or by mail, as specified.

### **Step 4: Complete LiveScan Fingerprinting**

- **LiveScan fingerprinting is required for a background check as part of the licensure process.**
- Follow these steps:
  - a. Locate an approved LiveScan fingerprinting provider in Florida. A list of providers is available on the Florida DOH website.
  - b. Bring a valid government-issued photo ID (e.g., driver's license, passport) and your ORI number (provided by the Florida DOH during the application process).
  - c. Complete the fingerprinting process at the provider's location.
  - d. The results will be sent directly to the Florida DOH.
  - e. **A Florida Originating Agency Identification (ORI) number is Required**

### **Step 5: Wait for Background Check Results**

- After completing LiveScan fingerprinting, the Florida DOH will process your background check.
- This step can take 2–4 weeks, depending on the volume of applications and the complexity of your background.

### **Step 6: Address Any Deficiencies**

- If the Florida DOH identifies any issues (e.g., missing documents, background check concerns), they will notify you via email or through the HealthSource Portal.
- Respond promptly to any requests for additional information or documentation.

### **Step 7: Application Review and Approval**

- Once all requirements are met (application, fees, documents, and background check), the Florida DOH will review your application.
- The review process typically takes 4–6 weeks, but it may vary depending on the profession and workload.

### **Step 8: Receive Your License**


- If your application is approved, you will receive notification via email or the HealthSource Portal.
- Your license will be issued, and you can verify it online through the Florida DOH's License Verification Portal.
- For some professions, you may receive a physical license by mail.

### **Step 9: Maintain Your License**


- After receiving your license, ensure you comply with all renewal requirements, including:
  - Completing continuing education (CE) hours.
  - Paying renewal fees.
  - Renewing your license before the expiration date (typically every 2 years).

## CONTACT INFORMATION FLORIDA DEPARTMENT OF HEALTH (DOH)

### CUSTOMER CONTACT CENTER:

 (850)245-4444

### HEALTHSOURCE PORTAL SUPPORT:

 (850)488-0595



WEBSITE. <https://www.floridahealth.gov/>



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