

**APPLICATION FOR RE-CERTIFICATION OF  
MEDICAL DIRECTORS  
General Instructions**

1. Please print or type all answers. If additional space is needed to answer a question, attach a separate, supplemental sheet containing applicant's full name and the question being answered. Keep these additional pages in sequence with corresponding application pages.
2. All information on the application is of a continuing nature. **Unless otherwise instructed**, ANY CHANGES IN THE INFORMATION ON THE APPLICATION MUST BE MADE IN WRITING AND MAILED TO THE MARYLAND INSURANCE ADMINISTRATION, Medical Director/ Private Review Agent Oversight Unit, 200 St. Paul Place, Suite 2700, Baltimore, MD 21202.
3. If you officially changed your name, for any reason, you must send this office a photocopy of the legal document supporting the change. Example—If you change your name by marriage, supply a copy of your marriage certificate; if you have divorced and have your maiden name restored by the Court, supply a photocopy of the divorce papers restoring your maiden name.
4. Each section must be complete and legible or your application will be deemed incomplete and returned to you or your designee. This pertains to any attachment you include with the application: eg copies of licenses, certifications, etc.
5. Do not refer to or submit a curriculum vitae in lieu of completing a section.
6. Answer every question; indicate "N/A or not applicable" where appropriate.
7. The \$100.00 application fee must be paid by check or money order made payable to the *Maryland Insurance Administration*. Payment must be made in the exact amount and must accompany the application form.
8. Make a copy of your application for your records to safe guard against loss, and to use as a reference in the event questions arise during the certification process.
9. Provide the correct street name, number and zip code for all addresses.
10. Sign each form requiring a signature.
11. Weigh the application before mailing to determine proper postage when necessary.
12. The Administration will not accept telefax applications.