

Dear Licensee,

You are currently ineligible to renew your license. Our records show that you do not have a current background screening on file. Screening results typically take 48–72 hours to process. Do not wait—your **Medical Doctor** license renewal deadline is **January 31, 2026**.

You cannot renew your license until your screening has been processed by the Department.

Under House Bill 975, all healthcare practitioners must have an active background screening to renew their license. This includes practitioners whose screenings have expired or were never completed.

Here's what to do:

1. Register in the [CHAI system](#) (see [user guide](#) for assistance).
2. Create or update your profile.
3. Schedule an appointment with a Livescan provider (you can schedule an appointment within the CHAI system or refer to [Locate a Provider](#)). Health care practitioners are responsible for the screening costs and should be aware that fees vary by service provider.
4. Bring your [ORI Number](#) and complete your fingerprinting appointment. Request your Transaction Control Number (TCN) from the Livescan provider before leaving your appointment. The Florida Department of Health cannot retrieve your TCN.
5. Keep your TCN in a safe place in case it is requested by the Department.
6. You can track the submission of your prints by entering your TCN at FDLE's [TCN Lookup](#).



Your screening results cannot be shared with the Department until our privacy statement is completed. To complete the privacy statement, you will need to log

into [MQA Online Services Account](#), navigate to “Manage my License,” and complete the “Submit Privacy Policy for Background Screening” application.

For more information on background screening, please visit [MQA’s Background Screening website](#).