

# Medical Doctor Application Fee Waiver Form - INSTRUCTIONS

**Application Fee Waiver Form:** HB2372 provides a financial waiver of application fees for first time applicants in the state. If you qualify to apply as a Medical Doctor, you may be eligible for the fee waiver. Applicants must have a family income not exceeding 200% of the federal poverty guidelines. If you believe you qualify for the waiver, please complete the application fee waiver form and provide the required documents. **DO NOT SEND THE \$500 PAYMENT AT THIS TIME, only the \$50 payment for the fingerprint background check is required at the time of submission.** You will be notified, via email, once your fee waiver evaluation is complete. If you do not qualify for the fee waiver, the \$500 payment will be required within 10 days of notification.

There are two Application Fee Waiver Forms available. Preferably, please use the fillable form. If unable to view the fillable form, please print and fill out the static form. Please submit via fax (480) 551-2707 or mail. Please contact [SupportServices@azmd.gov](mailto:SupportServices@azmd.gov) if you have any questions.

## **Waiver Requirements**

The applicant must complete and submit:

- The application fee waiver form signed by the applicant and spouse, if applicable.
- Provide required financial document(s).
- Fifty Dollar (\$50.00) payment for fingerprint processing.
- The MD License Application (Allopathic Physicians).

## **Special Instructions**

- The applicant must complete all applicable fields on the application fee waiver form. **Incomplete application fee waiver forms will be denied.**
- The application fee waiver form, financial document(s), payment for the fingerprint processing and the MD license application must be submitted together. **Failure to submit all documents at the same time will result in the waiver being denied.**
- If married and not legally separated, the application fee waiver form must be signed by the applicant and spouse. **Application fee waiver forms not signed by both parties will be denied.**
- **All fees are non-refundable.**

## **Financial Documents**

To determine eligibility, the applicant seeking the waiver, must provide the financial document(s) consistent with your status, as listed below.

### **1. Has income and regularly files federal tax return(s)**

- Single – must provide copy of most recent federal tax return.
- Married Filing Joint – must provide copy of most recent federal tax return.
- Married Filing Separate – must provide copies of applicant's and spouse's most recent federal tax return.
- Married Filing Separate and legally separated - must provide copies of applicant's most recent federal tax return and a copy of the court order.

### **2. Has income but does not regularly file federal tax return(s)**

- Single – must provide copies of most recent W2 and/or 1099.
- Married - must provide copies of applicant's and spouse's most recent W2 and/or 1099.
- Married but not legally separated - must provide copies of applicant's and spouse's most recent W2 and/or 1099.
- Married and legally separated - must provide copies of applicant's most recent W2 and/or 1099 and a copy of the court order.

### **3. Has no income and does not regularly file federal tax return(s)**

- Single – provide application fee waiver form.
- Married - provide application fee waiver form.
- Married but not legally separated - provide application fee waiver form.
- Married and legally separated - provide application fee waiver form and a copy of court order.