

## Practitioner Self-Query Report Process- Class of 2017

You are required to provide a **SEALED** original Self-Query Report from the National Practitioner Data Bank Healthcare Integrity and Protection Data Bank (NPDB-HIPDB). It is your responsibility to attach the SEALED original NPDB-HIPDB Self-Query Report to your licensure application.

Instructions to request a Self-Query Report are available at the NPDB-HIPDB website: <http://www.npdb-hipdb.hrsa.gov>

- Practitioner Self-Query Report requests are required to be submitted through the NPDB-HIPDB website (above)
  - The application form takes most people 25 minutes to complete.
  - The Self-Query Report can be dated no earlier than 60 days of the date the application is submitted to the board.
  - If you do not know the answer to one of the questions on the application you may just leave it blank
  - If you get a message that says you have to print it out and have it notarized please let Kim Ciero. We have an in-house notary who will be able to do that for you.
  - Once mailed to you do NOT OPEN envelope.
- Submit **sealed** envelope to Kim Ciero along with your other licensure application materials.
- The BOP is unable to assist you with the Self-Query process. Please contact the NPDB-HIPDB Customer Service Center 1.800.767.6732 [help@npdb-hipdb.hrsa.gov](mailto:help@npdb-hipdb.hrsa.gov)