

**OFFICE OF THE REGISTRAR**

**USMLE Step 1 Certification of Identification (CIF) Checklist**

- Access the NBME site with your USMLE ID. Complete the online application and pay fees.
  
- Completing your Forms:**
  - Print your Certification of Identification form (CIF) and attach a 2x2 passport style picture to the form, fill out your form and **HAND SIGN IN INK**. Digital signatures in ANY FORM will not be accepted by NBME.
  - Visit the Registrar's web page [[www.bcm.edu/education/registrar/forms](http://www.bcm.edu/education/registrar/forms)] then download and fill out the **How May We Help** form (HMWH). Be sure to indicate how you would like your forms to be sent to NBME: either by standard mail or secure email. The NBME will not accept the form from students.
  - Be sure to select **ONLY ONE OPTION** at the bottom of your CIF Form.
  
- Document Submission:**
  - Bundle your HMWH & CIF Forms and submit to the Registrar's Office. Forms may be submitted either **in person** at the Registrar's Office or **via email** to [registrar@bcm.edu](mailto:registrar@bcm.edu). **Remember** that if submitting via email, you must **scan your CIF form**.  
**Tip:** If you do not have access to a scanner, remember that if you use a smart device such as smart phone or tablet, there are a plethora of scanner apps available that can assist you in the process of scanning your hand signed form.
  - When **emailing** you may attach your CIF form with your 2x2 photo already attached or in a separate file. CIF forms submitted without a HMWH form will not be accepted.
  - Once your documents are processed and sent to NBME, look for a confirmation email from the Registrar's Office.
  
- Next Steps:**
  - Please allow the NBME up to 4 weeks for processing.
  - Once registration requirements are complete, the NBME will email to notify you of your registration status.
  - After the initial email to notify you of your status, the NBME will then email to issue your scheduling permit to contact Prometric and schedule your exam.