

## Lawful Presence Document Upload – Step By Step Instructions

### Link to submit documentation:

[Lawful Presence Documentation Upload Required for Texas Medical Board License Renewals](#)

### Contents:

[General Instructions](#)

[Mobile Phone Instructions](#)

### Helpful links:

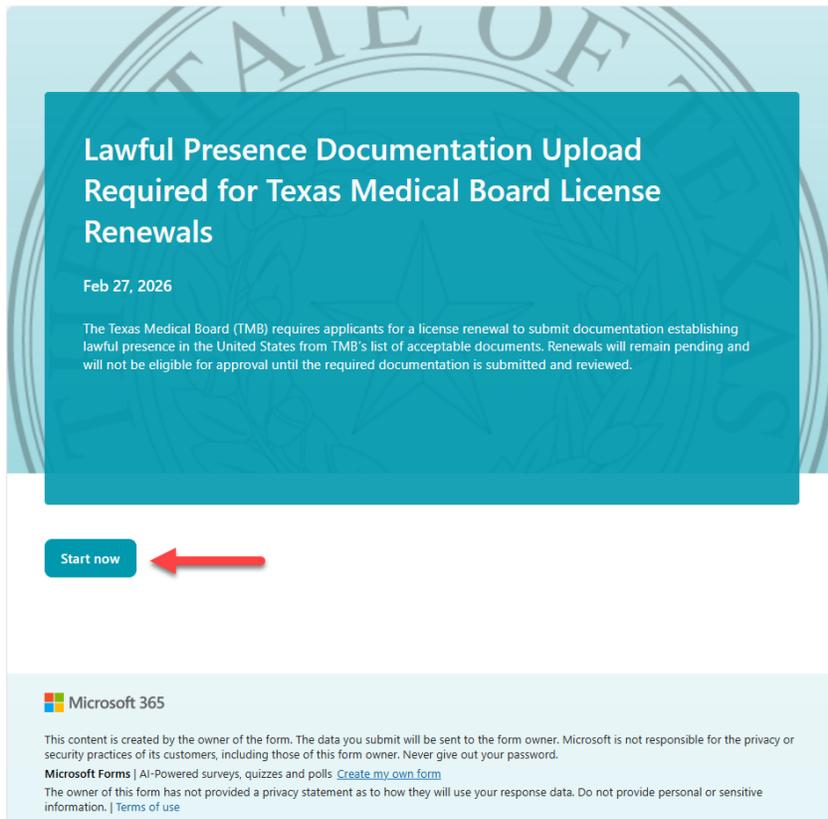
[TMB Tech Help – Pop up assistance](#)

[Lawful Presence and Authority to Work Information](#)

This system allows applicants for license renewal to submit Lawful Presence documentation directly to the TMB for review. Renewals will remain pending and will not be eligible for approval until the required documentation is submitted and reviewed.

### General instructions:

Once you have opened the form, select “Start Now” to begin.



The screenshot shows a Microsoft Forms page with a teal header and a light blue background. The header contains the title "Lawful Presence Documentation Upload Required for Texas Medical Board License Renewals" and the date "Feb 27, 2026". Below the header, there is a paragraph of text explaining that the Texas Medical Board (TMB) requires applicants for a license renewal to submit documentation establishing lawful presence in the United States from TMB's list of acceptable documents. Renewals will remain pending and will not be eligible for approval until the required documentation is submitted and reviewed. At the bottom of the page, there is a "Start now" button with a red arrow pointing to it. The Microsoft 365 logo is visible in the bottom left corner, and there is a footer with a disclaimer and links to "Microsoft Forms | AI-Powered surveys, quizzes and polls" and "Create my own form".

**Lawful Presence Documentation Upload  
Required for Texas Medical Board License  
Renewals**

Feb 27, 2026

The Texas Medical Board (TMB) requires applicants for a license renewal to submit documentation establishing lawful presence in the United States from TMB's list of acceptable documents. Renewals will remain pending and will not be eligible for approval until the required documentation is submitted and reviewed.

[Start now](#)

Microsoft 365

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All required fields are marked with an \*. Please review the instructions and send any questions to [lawful.presence@tmb.texas.gov](mailto:lawful.presence@tmb.texas.gov)

## Lawful Presence Documentation Upload Required for Texas Medical Board License Renewals

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

**\* Required**

Please fill out the identifying information and upload your documents per the instructions.

**\*TIP:** While any submission from the TMB list of acceptable documents will meet the US Citizenship or Lawful Presence requirement for renewal purposes, individuals who provide one of the following will be exempted from reverification at future renewal events:

- US Birth certificate with a Driver's license,
- US Birth certificate with a Texas License to Carry Handgun,
- US Passport,
- Certificate of Naturalization, or
- Certificate of Citizenship

If you have any questions, please send an email to [lawful.presence@tmb.texas.gov](mailto:lawful.presence@tmb.texas.gov).

The first portion of the fillable form requests contact and identifying information. Please provide your Texas Medical Board issued license number where requested, as well as your first and last name. This will help expedite the release of your renewal once your submission has been reviewed.

1. Please enter your email so we can contact you if there are any questions. You will receive an email confirmation from [lawful.presence@tmb.texas.gov](mailto:lawful.presence@tmb.texas.gov) after submission.\*
2. License Number (TMB issued license number e.g. T1234, PA12345, GMR02012345)\*
3. First Name\*
4. Last Name\*

Please note, certain documents require an additional document to complete the requirement. If you do not need to submit a second document, select “None”.

5. Document 1 - Select the type of document you are uploading \*

- Driver's License
- US Birth Certificate *(please include Driver's License as Document 2)*
- US Passport
- Foreign Passport *(please include Visa or Permanent Resident Card as Document 2)*
- Texas Licensed to Carry Handgun
- Permanent Resident Card
- Certificate of Naturalization
- Certificate of Citizenship
- Form I-94

6. Document 2 - Select the type of document you are uploading \*

Select "None" if you do not have a second document.

- None
- Driver's License *(include if Document 1 is a US Birth Certificate)*
- Visa *(please include if Document 1 is a Foreign Passport)*
- Permanent Resident Card *(please include if Document 1 is a Foreign Passport)*
- Texas Licensed to Carry Handgun *(include if Document 1 is a US Birth Certificate)*

[Next](#)

Select “Next” to go to the next screen.

The Next screen will provide instructions for the file upload itself. Click the link to open up a new page where you may upload your documents.

**Lawful Presence Documentation Upload  
Required for Texas Medical Board License Renewals**

**File Upload**

Click the link below to open a new page where you may upload your documents.

Please submit **only 1** copy of each document. Preferred file formats are Adobe Acrobat (pdf) and image files (.jpg, .png, .tiff, .bmp).

Once you have uploaded your files, please close the submission page, and select the Submit button below to notify us that you have completed your submission.

[https://bomex.sharepoint.com/sites/LP/\\_layouts/15/guestaccess.aspx?share=Jg8YQ420T9Q%2DQb%5FCp9LI3vmAAUYDCHjrPrCJSWqz8y7ec](https://bomex.sharepoint.com/sites/LP/_layouts/15/guestaccess.aspx?share=Jg8YQ420T9Q%2DQb%5FCp9LI3vmAAUYDCHjrPrCJSWqz8y7ec)

Microsoft 365

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**Microsoft Forms** | AI-Powered surveys, quizzes and polls [Create my own form](#)

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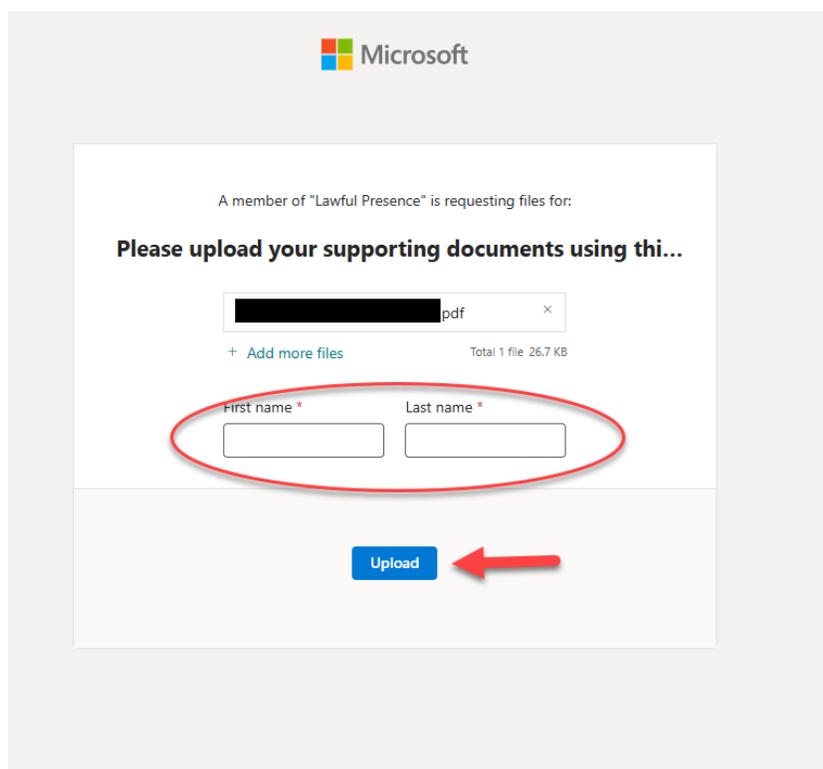
Click “Select files”, and then choose the documents you wish to upload.

Microsoft

A member of "Lawful Presence" is requesting files for:

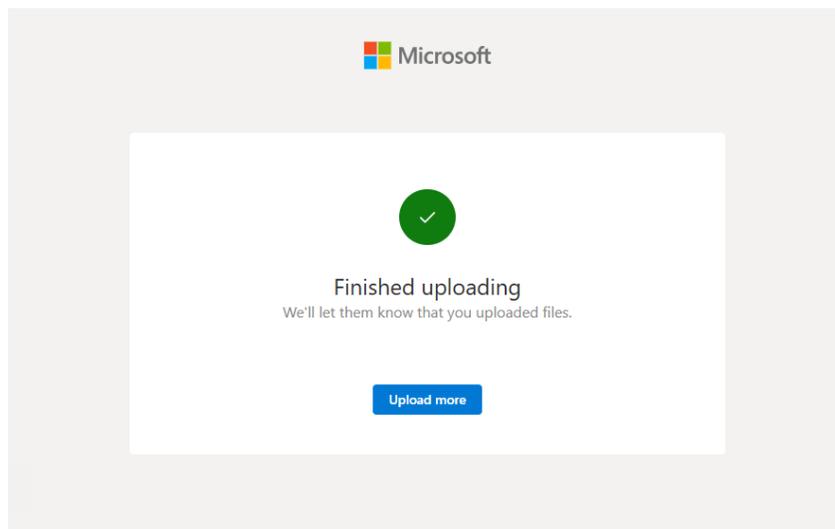
**Please upload your supporting documents using thi...**

Once you have added the documents, enter in your name, and select the “Upload” button.



The screenshot shows a Microsoft interface for uploading files. At the top, the Microsoft logo is displayed. Below it, a message states: "A member of 'Lawful Presence' is requesting files for:". The main heading reads "Please upload your supporting documents using thi...". A file upload area shows a single file named "[redacted].pdf" with a close button (x). Below the file area, there is a link "+ Add more files" and the text "Total 1 file 26.7 KB". A red oval highlights the "First name \*" and "Last name \*" input fields. At the bottom, a blue "Upload" button is shown with a red arrow pointing to it.

You will be given a Finished Screen once your upload has been completed.



The screenshot shows a Microsoft interface for the "Finished uploading" screen. At the top, the Microsoft logo is displayed. The main heading reads "Finished uploading". Below the heading, the text says "We'll let them know that you uploaded files.". At the bottom, there is a blue "Upload more" button.

Close the window and return to the Lawful Presence form.

Once you have returned to the Lawful Presence online form, select “Submit”.

**Lawful Presence Documentation Upload  
Required for Texas Medical Board License Renewals**

**File Upload**

Click the link below to open a new page where you may upload your documents.

Please submit only 1 copy of each document. Preferred file formats are Adobe Acrobat (pdf) and image files (.jpg, .png, .tiff, .bmp).

Once you have uploaded your files, please close the submission page, and select the Submit button below to notify us that you have completed your submission.

<https://bomex.sharepoint.com/sites/LP/ layouts/15/guestaccess.aspx?share=IgBY0420T90%2DQb%5FCp9Ll3vmAAUYDCHjPrCjSWqz8v7ec>

Microsoft 365

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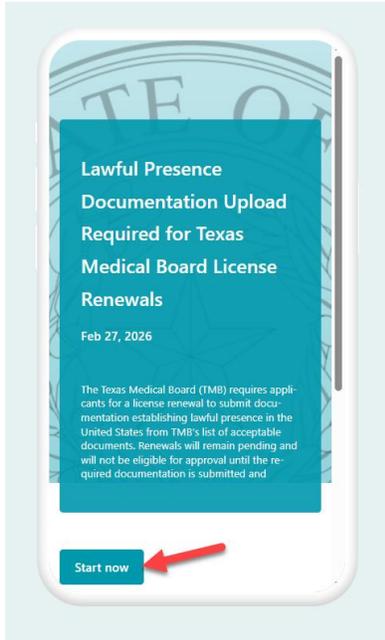
The owner of this form has not provided a privacy statement as to how they will use your response data. Do not provide personal or sensitive information. | [Terms of use](#)

The final screen will confirm that your response was submitted. In addition, you will receive an email confirmation from [lawful.presence@tmb.texas.gov](mailto:lawful.presence@tmb.texas.gov) after submission.

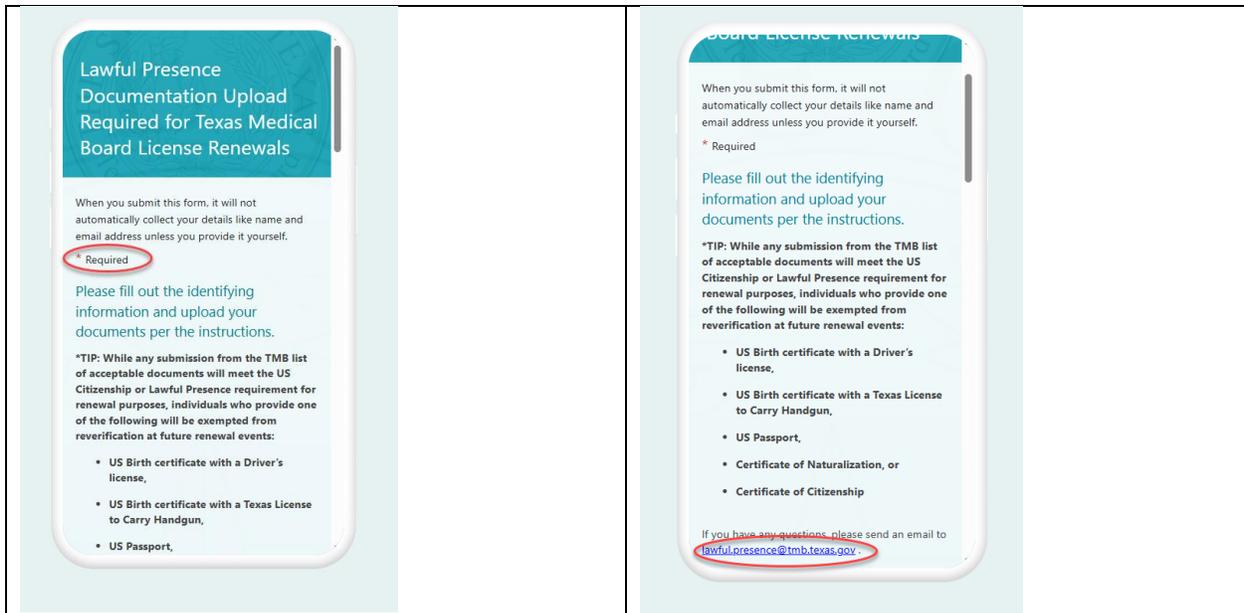
Thank you, your response was submitted. Please allow 15 business days for processing.

## Mobile instructions:

Once you have opened the form, select “Start Now” to begin.



All required fields are marked with an \*. Please review the instructions and send any questions to [lawful.presence@tmb.texas.gov](mailto:lawful.presence@tmb.texas.gov)



The first portion of the fillable form requests contact and identifying information. Please provide your Texas Medical Board issued license number where requested, as well as your first and last name. This will help expedite the release of your renewal once your submission has been reviewed.

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1. Please enter your email so we can contact you if there are any questions. You will receive an email confirmation from [lawful.presence@tmb.texas.gov](mailto:lawful.presence@tmb.texas.gov) after submission.

Please enter text that contains @

2. License Number (TMB issued license number e.g. T1234, PA12345, GMR02012345) \*

Enter your answer

3. First Name \*

Enter your answer

4. Last Name \*

Please note, certain documents require an additional document to complete the requirement. If you do not need to submit a second document, select “None”.

5. Document 1 - Select the type of document you are uploading \*

- Driver's License
- US Birth Certificate (please include Driver's License as Document 2)
- US Passport
- Foreign Passport (please include Visa or Permanent Resident Card as Document 2)
- Texas Licensed to Carry Handgun
- Permanent Resident Card
- Certificate of Naturalization
- Certificate of Citizenship
- Form I-94

6. Document 2 - Select the type of document you are uploading \*

Select "None" if you do not have a second document.

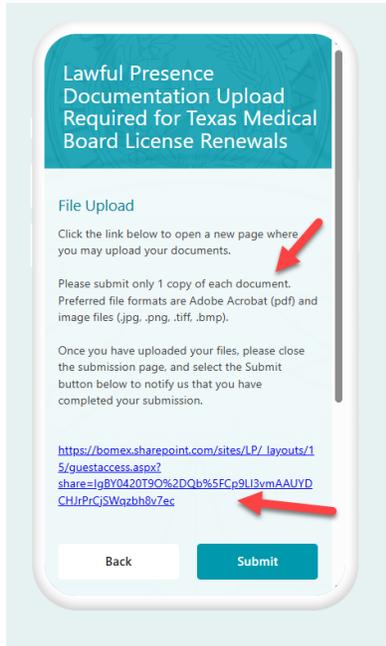
- None
- Driver's License (include if Document 1 is a US Birth Certificate)
- Visa (please include if Document 1 is a Foreign Passport)
- Permanent Resident Card (please include if Document 1 is a Foreign Passport)
- Texas Licensed to Carry Handgun (include if Document 1 is a US Birth Certificate)

Next

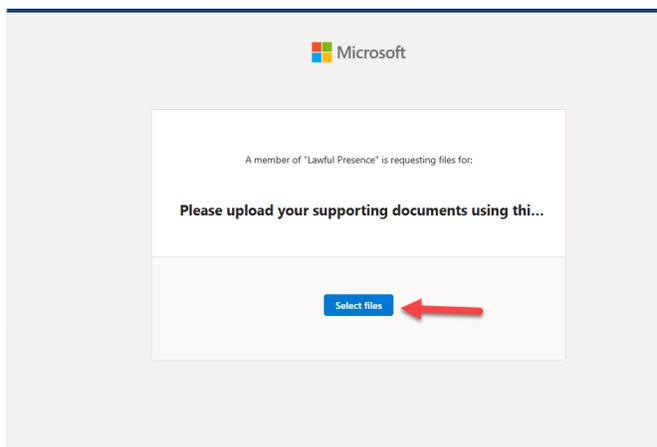
Microsoft 365

Select “Next” to go to the next screen.

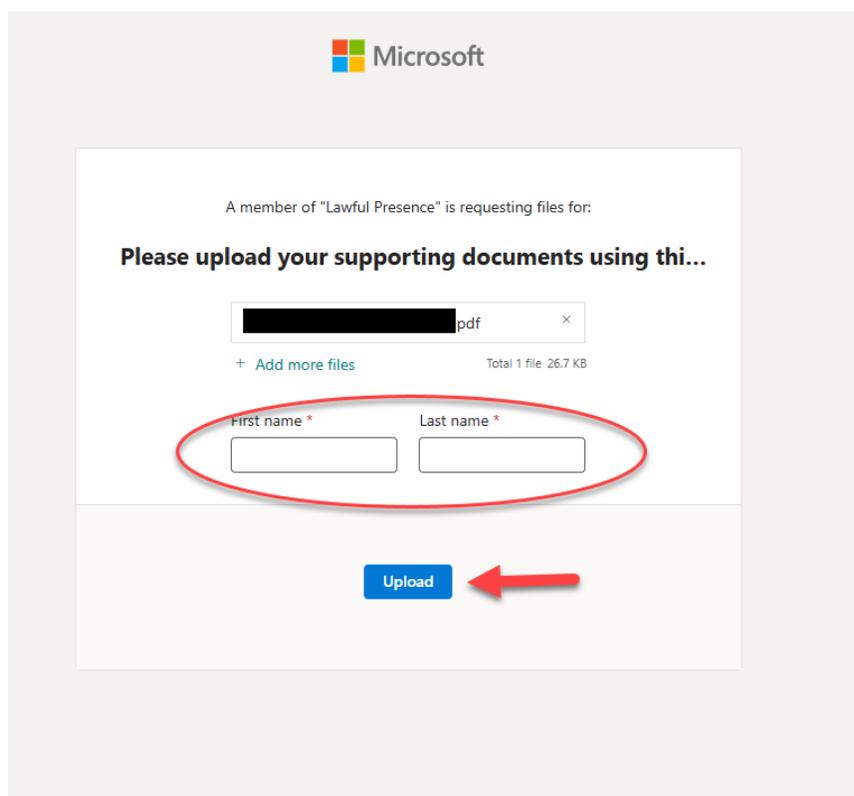
The Next screen will provide instructions for the file upload itself. Click the link to open up a new page where you may upload your documents.



Click "Select files" and then choose the documents you wish to upload.



Once you have added the documents, enter in your name, and select the “Upload” button.



Microsoft

A member of "Lawful Presence" is requesting files for:

**Please upload your supporting documents using thi...**

[Redacted] pdf ×

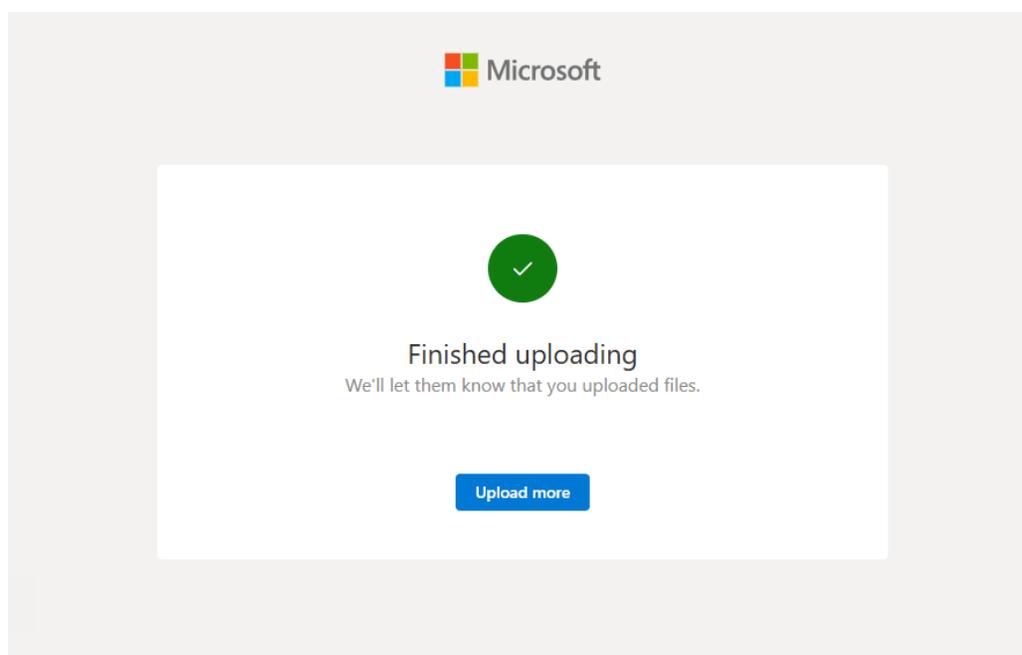
+ Add more files Total 1 file 26.7 KB

First name \* Last name \*

[Input Field] [Input Field]

Upload

You will be given a Finished Screen once your upload has been completed.



Microsoft

Finished uploading

We'll let them know that you uploaded files.

Upload more

Close the window (or select the back button on your mobile browser) and return to the Lawful Presence form.

Once you have returned to the Lawful Presence online form, select “Submit”.

The final screen will confirm that your response was submitted. In addition, you will receive an email confirmation from [lawful.presence@tmb.texas.gov](mailto:lawful.presence@tmb.texas.gov) after submission.

