

Tips to expediting your NPI application include the following:

- Remember to **print legibly** or type your application.
- Do not staple the pages together.
- Post office boxes cannot be used as practice address locations.
- Select one entity type: health care providers who are individuals need to complete sections 2A, 3, 4A and 5; health care providers who are organizations need to complete sections 2B, 3, 4B, and 5.
- Include **an original signature of the health care provider** and a telephone number; otherwise, the application will be returned.
- The EIN must not be entered in the ITIN field on the application when the provider is an individual.
- If you do not submit your social security number on a paper application, you must submit a photocopy of one of the following documents with your application: driver's license, state issued ID, passport, or birth certificate.
- When you provide your Medicaid number, please list the state which assigned the number.