

Nevada State Board of **NURSING**

Instructions for Completion and Submission of Fingerprints

1. All applicants must complete two fingerprint cards (Form FD-258) provided by the Nevada State Board of Nursing (the Board). Note: You are strongly encouraged to have your fingerprints submitted via electronic transmission (LiveScan), but this is only available if you are physically in Nevada. **If you download an application from the Board's website, fingerprint cards will be mailed to you upon receipt of your application in the Board office. If you request an application by mail, fingerprint cards will be included in that packet.**
2. Complete these information blocks on both cards, and make sure they are legible: **last, first, and middle names; signature; residence** (complete address); **citizenship; date of birth; place of birth; sex; race; height; weight; eyes; hair; and Social Security number** (if you have one). Cards without these information blocks completed are considered "incomplete" and will be returned to the applicant. Illegible cards will not be processed.
3. Fingerprinting on the Board's coded cards may be done by a law enforcement agency in any state or by a private fingerprinting service. For a list of Nevada fingerprint locations visit the Nevada Department of Public Safety's website www.nvrepository.state.nv.us/fingerprints.shtml
4. Complete and detach the form below, and send the fee and completed fingerprint cards (or the electronic transmission receipt), to the address below.
5. **Be sure:**
 - You have your prints captured at an in-state (NV) LiveScan location (recommended); **OR**
 - Two fingerprint cards are completed and the cards are not folded, torn or damaged in any way
 - Information blocks are complete and legible, both cards are signed by the appropriate persons (applicant and official)
 - Coded cards (Form FD-258) provided by the Board are used exclusively;

rev. 8-17-10

WARNING: Due to various factors, it may take up to four months for the Board to receive the official fingerprint results from the Department of Public Safety and FBI. A permanent license/certificate **will not** be issued prior to receipt of both fingerprint reports. You **must** fingerprint immediately on application submission to avoid delays in processing.

Fingerprint Submission Form

Mail to: Nevada State Board of Nursing, 5011 Meadowood Mall Way #300, Reno, NV 89502-6547 (888-590-6726)

If you completed two fingerprint cards: Complete and attach this form and a payment of \$51.25 to your two completed fingerprint cards (Form FD-258). You may pay by credit or debit card (MasterCard, Visa, Discover, or American Express), personal or cashier's check, or money order, payable to the Nevada State Board of Nursing (NSBN), U.S. Funds only.

If you submitted fingerprints via electronic transmission: Complete this form and attach a copy of your receipt showing payment for transmission.

First Name _____ Middle Name _____

Last Name _____ Date of Birth _____

Address _____

City _____ State ____ Zip _____ Telephone Number _____

Application Type: RN LPN CNA **Licensed by:** Endorsement Exam Renewal

APN CRNA EMS/RN **Licensed by:** Other Renewal

If paying by credit or debit card, please complete:

Visa____ MasterCard____ Discover____ AMEX____ Card number _____ Exp. date _____

Name on card _____ Amount \$51.25 Signature _____