

Nevada State Board of **NURSING**

Instructions for Completion and Submission of Fingerprint Card

If you download an application from the Board’s website, a fingerprint card will be mailed to you upon receipt of your application in the Board office. If you request an application by mail, a fingerprint card will be included in that packet. You are strongly encouraged to complete your fingerprints immediately and submit the completed form on the reverse side OR the fingerprint card along with the Civil Applicant Waiver at the same time as your application.

1. If you fingerprint in Nevada, you are strongly encouraged to have your fingerprints submitted via electronic transmission (livescan) instead of submitting a fingerprint card. *Electronic transmission is only available if you have your fingerprints captured in Nevada.*

OR

2. You must submit a completed fingerprint card (Form FD-258) provided by the Nevada State Board of Nursing (the Board);
 - a. Complete the information block on the card, and make sure it is 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). You will also need to make sure that the **Signature of Official taking prints** block is signed by the appropriate individual. Cards without these information blocks completed are considered “incomplete” and will be returned to the applicant. Illegible cards cannot be processed.
 - b. Fingerprinting on the Board’s coded card may be done by a law enforcement agency in any state or by a private fingerprinting service. (The Board’s website www.nevadanursingboard.org has a list of Nevada fingerprinting locations that offer electronic submission (livescan) as well as fingerprinting on cards.) The Board provides fingerprint capture **by appointment** in its offices.
3. Complete and detach the form on the reverse side, and send the fee and completed fingerprint card to the address below. If you have your fingerprints submitted by electronic submission, you will make payment to the agency that captures your fingerprints, but you must send a copy of your receipt to the Board.
4. All applicants must complete the attached Civil Applicant Waiver and submit it with the form on the reverse side of these instructions.
5. **Be sure:**
 - You have your fingerprints captured at an in-state (NV) livescan location (recommended); **OR**
 - A fingerprint card is completed and the card is not folded, torn or damaged in any way.
 - The Information block is complete and legible
 - The card is signed by the appropriate persons (applicant and official)
 - The coded card (Form FD-258) provided by the Board (or law enforcement agency) is used exclusively
 - You have completed and submitted the Civil Applicant Waiver

12-04-15

Please note: If you have previously been fingerprinted for your place of employment or another board of nursing, we are unable to use those results. Federal law prohibits the sharing of fingerprint information. You will need to be fingerprinted specifically for the Nevada State Board of Nursing.

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. A temporary license cannot be extended beyond the 6-month expiration date. You are urged to fingerprint early in the application process.

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 a fingerprint card: Complete and attach this form and a payment of \$50.00 to your completed fingerprint card (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 MA-C

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 <u>\$50.00</u> Signature _____



CIVIL APPLICANT WAIVER

NOTICE OF NONCRIMINAL JUSTICE APPLICANT'S RIGHTS

As an applicant who is the subject of a Federal Bureau of Investigation (FBI) fingerprint-based criminal history record check for a noncriminal justice purpose you have certain rights which are discussed below.

1. You must be notified by (enter name of submitting agency) Nevada State Board of Nursing that your fingerprints will be used to check the criminal history records of the FBI and the State of Nevada.
2. If you have a criminal history record, the officials making a determination of your suitability for the job, license or other benefit for which you are applying must provide you the opportunity to complete or challenge the accuracy of the information in the record. You may review and challenge the accuracy of any and all criminal history records which are returned to the submitting agency. The proper forms and procedures will be furnished to you by the Nevada Department of Public Safety, Records Bureau upon request. If you decide to challenge that accuracy or completeness of your FBI criminal history record, Title 28 of the Code of Federal Regulations Section 16.34 provides for the proper procedure to do so:
16.34 – Procedure to obtain change, correction or updating of identification records.
If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.
3. Based on 28CFR § 50.12 (b), officials making such determinations should not deny the license or employment based on information in the record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
4. You have the right to expect that officials receiving the results of the fingerprint-based criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal or state statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.
5. I hereby authorize (enter name of the requesting agency) Nevada State Board of Nursing to submit a set of my fingerprints to the Nevada Department of Public Safety, Records Bureau for the purpose of accessing and reviewing State of Nevada and FBI criminal history records that may pertain to me.
In giving this authorization, I expressly understand that the records may include information pertaining to notations of arrest, detentions, indictments, information or other charges for which the final court disposition is pending or is unknown to the above referenced agency. For records containing final court disposition information, I understand that the release may include information pertaining to dismissals, acquittals, convictions, sentences, correctional supervision information and information concerning the status of my parole or probation when applicable.

6. I hereby release from liability and promise to hold harmless under any and all causes of legal action, the State of Nevada, its officer(s), agent(s) and/or employee(s) who conducted my criminal history records search and provided information to the submitting agency for any statement(s), omission(s), or infringement(s) upon my current legal rights. I further release and promise to hold harmless and covenant not to sue any persons, firms, institutions or agencies providing such information to the State of Nevada on the basis of their disclosures. I have signed this release voluntarily and of my own free will.

A reproduction of this authorization for release of information by photocopy, facsimile or similar process, shall for all purposes be as valid as the original.

In consideration for processing my application I, the undersigned, whose name and signature voluntarily appears below; do hereby and irrevocably agree to the above.

Applicant's Name: _____
(PLEASE PRINT LAST, FIRST, MIDDLE)

Address: _____

Applicant's Signature: _____

Date: _____

Submitting Agency: Nevada State Board of Nursing

Address: 5011 Meadowood Mall Way, Suite 300, Reno, NV 89502

Agency representative: Cathy Dinauer, MSN, RN, Executive Director
(PLEASE PRINT LAST, FIRST, MIDDLE)

Agency representative's Signature: *Cathy Dinauer, MSN RN*

Date: _____