

## **FINGERPRINTING FOR LICENSE/CERTIFICATE RENEWAL**

### **Why am I being asked to fingerprint for renewal of my license/certificate?**

The Board began requiring fingerprinting for all initial applications, effective January 1, 2000. The Board began requiring fingerprinting upon renewal effective October 1, 2010. If it has been five years since your initial license was issued, you are being asked to submit prints now. All renewal applicants will be subject to criminal background checks every five years or as directed by the Board.

### **How will I know I need to fingerprint for the Board?**

A notification will be sent to you via the message center in your Nevada Nurse Portal account within 24 hours from the date your renewal application is received. Please check your Nevada Nurse Portal account one business day after your application is submitted; if you are required to fingerprint you will receive a six-month renewal and have a fingerprints required notice in your message center. If you received a full renewal and do not have a message in your Nevada Nurse Portal account you are NOT required to fingerprint.

### **Do I need to get fingerprinted before I can renew my license/certificate?**

While the Board recommends getting fingerprinted as soon as possible, you do not have to submit your fingerprints prior to renewing your license/certificate. When you do renew, your license/certificate will be renewed for six months only to allow for processing of the criminal background report. You are urged to fingerprint immediately upon notice.

### **Can I ask for an extension of the six-month renewal?**

No. The six-month renewal will not be extended.

### **I recently had my fingerprints taken for my license in another state. Can I use those reports to satisfy the Nevada requirement?**

Even if you have previously had your fingerprints processed for licensure in another state or for your employer, you will need to submit a new set of prints to the Board. FBI regulations prevent the sharing of criminal history reports.

### **Can I just submit my fingerprints now so I can satisfy the requirement?**

No. The Board must ensure that each applicant is given adequate time for the Criminal History Repository and the FBI to complete each fingerprint report, and for Board staff to receive and process the information. Only those identified by the Board will be accepted to complete this requirement. If you submit fingerprints prior to being notified, you may be required to submit them again prior to renewal of your license/certificate.

### **What if I realize now that I did not answer the question regarding criminal convictions correctly on previous applications?**

The Board will review each criminal background to determine if there has been a violation

of the Nevada Nurse Practice Act that may subject the applicant to discipline.

**Do I need to come to the Board office to complete my fingerprints?**

No, but you must have your fingerprints completed utilizing the code numbers provided by the Board. You may go to any provider authorized to submit fingerprints to the Nevada Department of Public Safety. It is strongly recommended that whenever possible, you choose a site that has the ability to submit your fingerprints by electronic submission. To see of list of private and law enforcement fingerprint sites in Nevada, visit <http://rccd.nv.gov/FeesForms/Fingerprints/>

Both Board offices offer fingerprint capture, by appointment only. Appointments can be scheduled online by clicking on the "book now" button on the homepage of our website. Appointment hours are 8:30-11:30 and 2:00- 4:00 in Reno and Las Vegas offices.

If you reside outside of Nevada, fingerprints may be done by a law enforcement agency in any state or other entity in your state or country that will capture fingerprints. You may use any agency's fingerprint card as long as it is completed on the standard FD-258 card. Self-rolling of fingerprints using an ink-pad is not recommended and usually results in the fingerprints being rejected.

**Who pays for the cost of processing fingerprints?**

All fingerprint fees are the responsibility of the licensee/certificate holder. Fees for electronic submission of fingerprints vary by site. The total fee for prints captured electronically at a Board office is \$40. The fee for processing fingerprint cards submitted to the Board is \$40.

**How long will it take for the Board to receive my fingerprint reports?**

Processing times vary, but applicants should expect that processing of fingerprint cards will take 2-4 months. While it is possible that fingerprint reports may come back sooner than 2 months, the Board is unable to quote an exact time-frame as the processing of fingerprints is beyond our control.

If you have not received notification that your fingerprint reports were processed within 60 days of submitting them to the Board, please contact the Board so that the disposition of your fingerprint reports can be ascertained.

**My fingerprints were rejected. What does this mean?**

It is not uncommon to have fingerprints rejected by Nevada Department of Public Safety and/or the FBI. If your fingerprints are rejected due to poor quality, it does not mean that you have been found to have a criminal conviction.

If your prints have been rejected, you will be required to submit a second set of prints on an FD-258 card for processing. There is no charge for processing your re-print.