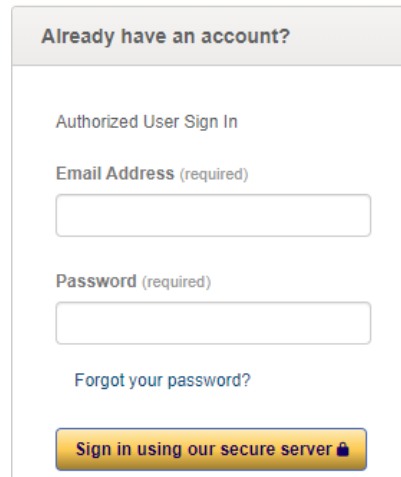


Nevada State Board of NURSING

How To Upload Your Fingerprint Submission Form

1. Go to the [Nevada Nurse Portal](http://www.nevadanursingboard.org/nvbn/) (www.nevadanursingboard.org/nvbn/)
2. Sign in to your Nevada Nurse Portal account.



Already have an account?

Authorized User Sign In

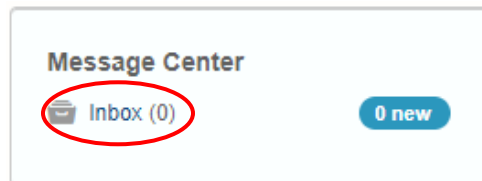
Email Address (required)

Password (required)

[Forgot your password?](#)

[Sign in using our secure server](#)

3. Once logged in, click on Inbox located in your Message Center tab (on the left side).



Message Center

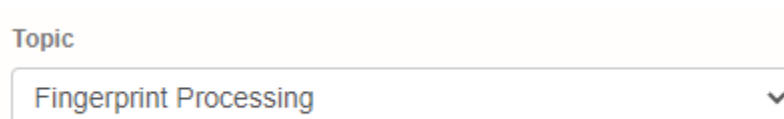
[Inbox \(0\)](#) [0 new](#)

4. Select Compose New Message.



[Compose New Message](#)

5. Select the topic titled Fingerprint Processing.



Topic

Fingerprint Processing

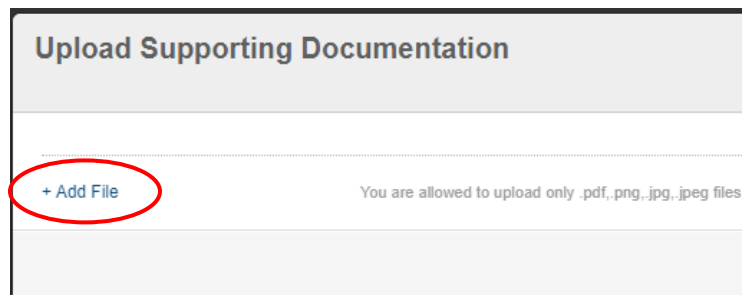
Nevada State Board of NURSING

6. Select Attach Files.



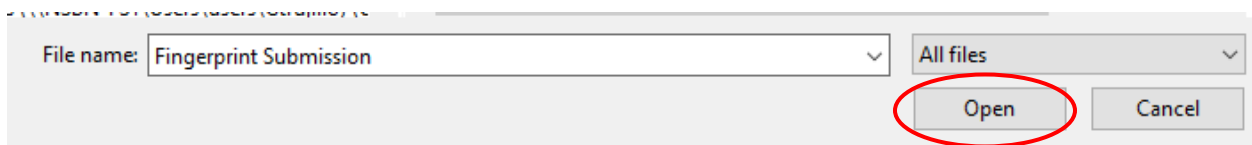
The screenshot shows a 'New Message' form with a 'Message' button. Below the form is a 'Topic' dropdown menu with 'Fingerprint Processing' selected. The 'Attach Files' button is circled in red.

7. Select Add File.



The screenshot shows a 'Upload Supporting Documentation' form. The '+ Add File' button is circled in red. Below the button, it says 'You are allowed to upload only .pdf, .png, .jpg, .jpeg files.'

8. Locate the document you are uploading, click on the file and click open. This document must already be saved on your computer or phone.



The screenshot shows a file selection dialog box. The 'File name' field contains 'Fingerprint Submission'. The 'All files' dropdown is selected. The 'Open' button is circled in red.

9. Once the virus scan is complete, click Save



The screenshot shows a blue 'Save' button.

Nevada State Board of NURSING

10. Your document is now attached. Next you must add a brief message and then click Send.

The screenshot shows a 'New Message' form. At the top, there are two tabs: 'New Message' and 'Message'. Below the tabs is a 'Topic' dropdown menu with 'Fingerprint Processing' selected. Underneath the dropdown, the text 'Fingerprint Submission Form x' is displayed and circled in red. Below this is the 'Attach Files' section. The message body contains the text 'Attached is my fingerprint submission form.', which is also circled in red. At the bottom of the form, there are two buttons: 'Send' and 'Save Draft', with the 'Send' button circled in red.

PLEASE NOTE: If you previously fingerprinted for employment or another board of nursing, we are unable to use those results. Federal law prohibits the sharing of fingerprint information. You must fingerprint specifically for the Nevada State Board of Nursing.

In addition, it may take up to four months for the Board to receive the official fingerprint results from the Department of Public Safety and FBI. If you are fingerprinting for initial licensure/certification, a permanent license/certificate will not be issued until your completed background check has been received. A temporary license cannot be extended beyond the 6-month expiration date or reissued. You are urged to fingerprint early in the application process.

The Nevada Nurse Portal works best when accessed on a computer or laptop. If you are using a mobile device and do not see the above options, please log out and access your portal through a computer or laptop.