

# ARKANSAS STATE BOARD OF NURSING

1123 S. University Ave., Suite 800  
 Little Rock, AR 72204  
 501.686.2700



Arkansas Department of Health

Division of Healthcare Related  
 Boards & Commissions

## CRIMINAL BACKGROUND CHECK INSTRUCTIONS

### NON-ARKANSAS (OUT OF STATE) RESIDENT APPLICANT

Applicants who reside outside of Arkansas must submit the fingerprint card for the federal part of the criminal background check.

INSTRUCTIONS	LINKS
<p><b>STEP ONE – SUBMIT LICENSURE APPLICATION</b></p> <ul style="list-style-type: none"> <li>Create Arkansas Nurse Portal account and submit completed application through nurse portal account.</li> </ul> <p><b>NOTIFICATION FORM</b></p> <p>Note: Process of an application will not occur until receipt of this form</p> <ul style="list-style-type: none"> <li>Access and read the CBC Challenge &amp; Privacy Notifications form.</li> <li>Sign and date the form and upload to application. Title form as LastName.FirstName.CBC Notification form</li> <li>Pay the respective application and temporary permit (as applicable) fees.</li> </ul> <p><i>Reinstatement applicants should follow instructions as listed in reinstatement letter.</i></p>	<p>Go to <a href="#">Arkansas State Board of Nursing Arkansas Department of Health</a>. Click on Apply for License or Certificate button and click on respective link under Application Information. Go to <a href="#">CBC Challenge &amp; Privacy Notifications</a>. Go to <a href="#">ASBN - Fees Arkansas Department of Health</a></p>
<p><b>STEP TWO – CBC SYSTEM APPLICATION</b></p> <ul style="list-style-type: none"> <li>Submit request for criminal background checks (CBC) and pay associated fee through a separate system.</li> <li>Complete information and print payment summary/receipt.</li> </ul> <p><b>Do NOT submit the CBC application before completion of Step One.</b></p>	<p>Request CBC by accessing <a href="#">Arkansas State Board of Nursing Arkansas Department of Health</a>. Click on the blue Criminal Background Checks box.</p>
<p><b>STEP THREE – FINGERPRINTING</b></p> <ul style="list-style-type: none"> <li>ASBN automatically mails applicant a pre-stamped fingerprint card.</li> <li>Review Fingerprint Card Completion instructions and complete Fingerprint Card.</li> <li>Go to a local law enforcement office for fingerprinting.</li> </ul> <p><b>TAKE THE FOLLOWING:</b></p> <ul style="list-style-type: none"> <li>9 x 12 brown mailing envelope</li> <li>ASBN issued pre-stamped fingerprint card; completed according to instructions</li> <li>Copy of payment summary/receipt</li> <li>Two-page Fingerprint Verification Form</li> <li>Government issued photo ID</li> </ul> <p><b>Fingerprint Technician:</b></p> <ul style="list-style-type: none"> <li>Obtains applicant fingerprints</li> <li>Completes the Fingerprint Verification Form with applicant</li> <li>Places completed fingerprint card and Fingerprint Verification Form inside the 9 x 12 brown mailing envelope</li> <li>Writes his/her name across the seal</li> <li>Returns the envelope to applicant.</li> </ul> <p><b>APPLICANT-DO NOT OPEN THE ENVELOPE</b></p>	<p>Go to <a href="#">Fingerprint Card Completion Instructions</a>.</p> <p>Go to two-page <a href="#">Fingerprint Verification Form</a>.</p>
<p><b>STEP FOUR – SUBMIT THE FINGERPRINT CARD</b></p> <p><b>Applicant:</b> Mail the sealed envelope that contains the completed fingerprint card and Fingerprint Verification Form to: Arkansas State Board of Nursing, 1123 S. University, #800, Little Rock, AR 72204</p>	
<p>Applicants may check for communication from ASBN by accessing the message center through their personal nurse portal account.</p>	

Additional Notes:

- **FEES ARE NONREFUNDABLE**
- If a fingerprint card other than the ASBN pre-stamped fingerprint card is used, it will be returned to the applicant who will have to be re-fingerprinted at the applicant's own expense.
- Failure to follow the Fingerprint Card Completion Instructions may result in the fingerprint card being returned to the applicant who will have to be re-fingerprinted at the applicant's own expense.
- When ASBN receives the Fingerprint Card, it is verified with the applicant application and forwarded to Arkansas State Police (ASP) for data entry to the Federal Bureau of Investigations (FBI). It can typically take 4 – 6 weeks for ASBN to receive notification of results. Once available, the task will be updated in the applicant's portal account.  
**Do not contact the ASP or FBI – monitor your status through your nurse portal account.**