

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

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STEP FOUR – SUBMIT THE FINGERPRINT CARD

Applicant: 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

Applicants may check for communication from ASBN by accessing the message center through their personal nurse portal account.