

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>STEP ONE – SUBMIT LICENSURE APPLICATION</p> <ul style="list-style-type: none"> Create Arkansas Nurse Portal account and submit completed application through nurse portal account. <p>NOTIFICATION FORM</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>STEP TWO – CBC SYSTEM APPLICATION</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. Send a message through your Nurse Portal Account Message Center requesting an ink-based fingerprint card due to being an out-of-state resident. Use the Topic drop-down “Criminal Background Check” to send your message. <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>

CRIMINAL BACKGROUND CHECK INSTRUCTIONS

NON-ARKANSAS (OUT OF STATE) RESIDENT APPLICANT

Page Two

STEP THREE – FINGERPRINTING

- **ASBN does not automatically mail the fingerprint card. Refer to Step Two.**
- 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.

TAKE THE FOLLOWING:

- 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

Fingerprint Technician:

- 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.

APPLICANT-DO NOT OPEN THE ENVELOPE

Go to [CBC Fingerprint Card Instructions Non Resident](#).

Go to two-page [CBC Fingerprint Verification Form](#).

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.