

CRIMINAL BACKGROUND CHECK INSTRUCTIONS

APPLICANT IS AN ARKANSAS RESIDENT

As an Arkansas resident obtaining fingerprints electronically (Live Scan) is mandatory. No fingerprint card is required.

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 style="text-align: center;"><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 fees 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"> Go to a Live Scan vendor for fingerprinting. An additional fee is payable to Live Scan vendor. <p>TAKE THE FOLLOWING:</p> <ul style="list-style-type: none"> Copy of payment summary/receipt Government issued photo ID <p>Live Scan fingerprint technician:</p> <ul style="list-style-type: none"> Obtains applicant fingerprints Completes the Live Scan Harvester Form with applicant Electronically submits fingerprints 	<p>Go to CBC Live Scan Locations</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**
- An applicant does not need to notify ASBN when the Live Scan appointment is scheduled or completed.
- Once results are available to ASBN, the task will be updated in the applicant’s nurse portal account.