



Frequently Asked Questions About Fingerprinting

Fingerprint Requirement for License Renewal

Title 16, California Code of Regulations, Sections [1419](#), [1419.1](#), and [1419.3](#) require the submission of fingerprints upon license renewal if the licensee was not previously fingerprinted by the Board or if a record of fingerprint submission no longer exists.

If you are renewing your license to an **ACTIVE** status, you are required to furnish to the Department of Justice, a full set of fingerprints, as directed by the Board for **BOTH** levels of service (DOJ and FBI). Failure to submit a full set of fingerprints to the DOJ on or before the date required for renewal of a license is grounds for discipline by the Board.

Type of Results and Timeframes: The Board receives various types of results from the DOJ and FBI.

- **Clear** – A response stating no convictions have occurred or a listing of any conviction sustained.
- **Rejection** – The Board will notify you within 14 days after a rejection of fingerprints is received from DOJ or FBI.
If initial Live Scan fingerprints do not produce clear results, you will be notified by the BRN with additional instructions to re-submit fingerprints. You will not be charged an additional DOJ and FBI fee, but may be charged the Live Scan vendor's processing fee. Please allow 2 to 4 weeks for fingerprint results to be electronically transmitted from DOJ to the BRN. [Click here for a list of Live Scan locations.](#)
- **Delay** – A DOJ or FBI delay can vary from approximately 30 to 90 days before the Board will receive a result.
- **Invalid** – The Board will notify you within 14 days after an invalid fingerprint notification is received from DOJ or FBI.

If you are renewing to an **INACTIVE** status, you do **NOT** need to submit new fingerprints. If your RN license is on hold due to a fingerprint issue and you are renewing to inactive status, please [contact the Board's Renewals Unit](#).

To avoid processing delays, please read the fingerprint requirement carefully before renewing.

[CLICK TO RENEW ONLINE](#)

Frequently Asked Questions

- [Why are registered nurses being required to be fingerprinted?](#)The mission of the Board is to protect the health and safety of consumers by promoting quality registered nursing care in the State of California. The Board fingerprints licensees as one way of ensuring that registered nurses are safe and competent practitioners.
- [When did the Board start fingerprinting licensees?](#)The Board began to fingerprint all applicants for licensure around August 1, 1990. For a licensee for whom the Board does not have fingerprints, the Board will require fingerprints for a license that expires on or after March 1, 2009.
- [Am I required to be fingerprinted?](#)
Please refer to the [How to Determine if You Need to Submit New Fingerprints](#) section of this page for detailed information.
- [Should I contact the Board to determine if my fingerprint records are on file?](#)No, the fingerprinting records, particularly for licensees fingerprinted prior to 1990, are not readily available. Please refer to the [How to Determine if You Need to Submit New Fingerprints](#) section of this page instead.
- [What should I do if I'm not sure if I've been fingerprinted for the Board?](#)Please refer to the [How to Determine if You Need to Submit New Fingerprints](#) section of this page to make the determination. If, according to these guidelines, you reasonably believe that you have been fingerprinted for the Board, check "YES" on the license renewal application to indicate that you have complied with the fingerprint requirement. The Board will reconcile your renewal application with fingerprinting records and notify you if it does not have your fingerprint records on file.
- [Do I need to wait until my renewal is due to be fingerprinted?](#)No, you may submit your fingerprints at any time prior to the expiration of your license.
- [How do I go about completing the fingerprint requirement?](#)Please refer to the [Instructions for Submitting Fingerprints](#) section of this page for detailed instructions.
- [How do I obtain the Live Scan form?](#)You can request a Live Scan form by using the request form on the [Fingerprint Requests](#) page. Before submitting your request for a Live Scan form, you must have already submitted your application for RN licensure by Examination or Endorsement. If we receive your request for a Live Scan form without an active application on file, you will not receive a Live Scan form.
- [How do I obtain a fingerprint card \(hard card\)?](#)You can submit a request for the fingerprint card through the [Fingerprint Requests](#) page of our website or obtain FD-258 fingerprint cards at your local police station or sheriff's department.
- [I live outside of California, can I submit Live Scan fingerprints?](#)You may submit Live Scan fingerprints as long as they were completed through a California Live Scan site. A listing of California Live Scan sites can be found at the [California Office of the Attorney General website](#).
- [Will you accept Live Scan fingerprints that are completed in another state?](#)No, only Live Scan fingerprints completed in California can be accepted.
- [What is the cost for fingerprinting?](#)The current processing fee for DOJ and FBI is \$49.00. In addition, a print "rolling" fee of \$5.00 to \$45.00 will be required at the fingerprint site.
- [Where can I go to have Live Scan fingerprints completed?](#)A listing of California Live Scan sites can be found at the [California Office of the Attorney General website](#).
- [I was fingerprinted by my employer, school, or other state agency. Do I need to be fingerprinted for the California Board?](#)Yes. By law, fingerprint records are specific only to the requester and results cannot be shared with others. Therefore, you must submit fingerprints directly to the Board. Although it may be inconvenient to submit fingerprints to multiple agencies, it protects your interest by ensuring that you know and authorize your records being sent to the requesting entity.
- [I submitted fingerprints as part of a Board disciplinary process. Do I need to submit additional fingerprints?](#)No, if you submitted fingerprints to the Board as part of a reinstatement petition or a Board probationary requirement you do not need to resubmit fingerprints.
- [I am renewing my RN license in an inactive status; do I have to be fingerprinted to renew inactive?](#)No, the fingerprint requirement will be waived if the license is renewed to an inactive status (make sure to answer "YES" to the fingerprint compliance question during the renewal process). However, a request to have an inactive RN license activated will require fingerprints be submitted if the Board does not have fingerprint records for the licensee on file.
- [My license has been expired for eight or more years, do I need to be fingerprinted when I submit my renewal?](#)Yes, fingerprints will be required regardless if fingerprints have been submitted previously.
- [Will my license renewal be placed on hold until a fingerprint clearance is received by the Board?](#)Yes. Once you have submitted your renewal, appropriate fee, fingerprints (if required), answered the fingerprint compliance question and provided any other information required for renewal, and once the board receives fingerprint results from the DOJ your license will be renewed.
- [I received a letter from the Board stating I failed to answer or comply with the fingerprint requirement. What do I need to do?](#)Please refer to the [Instructions for Submitting Fingerprints](#) section of this page for detailed information.
- [If I answer "No" or do not respond to the fingerprint question on the renewal application, what will happen to my renewal?](#)A hold will be placed on the license and the renewal will be deemed incomplete and the license not eligible for renewal. The Board will notify you by mail of the necessary documents to submit for completion of the renewal process. If you do not complete the renewal process prior to the expiration of your license, you will be unable to practice until

Applicant must contact their Contributing Agency to verify the accuracy of the form required for their Live Scan submission.

your license renewal has been completed.

- [I submitted my renewal and answered "No" to the fingerprint question. I now have completed and submitted my fingerprints. What will happen with my renewal?](#) Once you have complied with the fingerprint requirement and the Board receives verification of your submission, the renewal hold will be released and your license will be updated.
- [I am currently serving in the military outside of the country; do I need to provide fingerprints at the time I renew?](#) The fingerprint requirement is waived for licensees who are actively serving in the military outside the country.
- [What will happen if I do not submit fingerprints to the Board?](#) Failure to provide the required fingerprint information will render your renewal application incomplete and your license ineligible for renewal. In addition, failure to submit a full set of fingerprints on or before the date required for renewal of your license is grounds for discipline by the Board.
- [What is my fingerprint information going to be used for?](#) The mission of the Board is to protect the health and safety of California healthcare consumers. Any information received from the California Department of Justice (DOJ) or the Federal Bureau of Investigation (FBI) will be reviewed on a case-by-case basis to determine if there is any cause to pursue administrative action against the license.
- [Who will have access to my fingerprint information?](#) The Board of Registered Nursing
- [I submitted my fingerprints. How do I find out if they were rejected?](#) Once you submit your fingerprints, the results will be sent to the Board. The Board will contact you if your fingerprints were rejected. The Board will not contact you if your fingerprints were cleared.
- [I was told my fingerprints were rejected. What do I need to do?](#) You must wait for the Board to contact you with further instructions. Once the Board receives the rejection information from the Department of Justice (DOJ), a letter will be sent to you with further instructions. Do not contact DOJ as they will not be able to assist you.
- [Why are my fingerprints being rejected by DOJ and/or FBI?](#) The most common reason fingerprints are rejected is for the quality of the print. Due to the nature of the job, nurses wash their hands more often than the average person.
- [I was told that my fingerprints were rejected two times. What do I need to do now?](#) You do not need to take any further action. After the Board is notified of the second rejection, the Board will work directly with the Department of Justice to complete a name search.
- [I was told to submit a name search because my prints were rejected two times. How do I submit a name search?](#) The Board must submit the name search on your behalf directly to the Department of Justice (DOJ). The Board cannot submit the name search until the second fingerprint rejection notice is received from DOJ. Once the Board determines it is a second rejection of your prints, a name search will automatically be submitted.
- [I completed Live Scan fingerprints and the operator told me that my prints would be rejected. Can I submit an ink card in lieu of submitting Live Scan?](#) No, the Department of Justice will not accept ink cards from an individual who resides in or has a California address. Complete the Live Scan process and wait for further direction from the Board.
- [My fingerprints were rejected. Can I still renew my RN license?](#) Yes, once you have submitted your fingerprints, whether they are returned to the Board as clear or rejected, you have complied with the fingerprint requirement and can continue to renew your license.
- [I submitted my renewal, but my license has not been updated. Is the fingerprinting issue holding up my renewal?](#) There are a variety of reasons your renewal may be held up. Please contact the Board at (916) 322-3350 and speak with an operator to determine why your license has not been updated.

How to Determine if You Need to Submit New Fingerprints

If you were licensed in California **by exam or endorsement** and you submitted fingerprints **using a hard card or electronic Live Scan** prior to January 1, 2014, then you will need to resubmit fingerprints.

The Board currently does not have an electronic record of fingerprints on file with both levels of service (DOJ & FBI). You will need to submit a new set of fingerprints.

- If you reside in California you must submit fingerprints via the Live Scan process.
- If you are outside of California you may submit fingerprints via the hard card process or come into California and submit via the Live Scan process.

Instructions for Submitting Fingerprints

California Residents

You will need to complete a new fingerprint submission via the Live Scan process if you do not have current fingerprint results on file for both DOJ and FBI levels of service; and you are renewing your license to an **ACTIVE** status. Please **UPLOAD** through your BreEZe account, **FAX** or **MAIL** the completed Live Scan form back to the Board once it has been done. Keep one (1) copy of the completed Live Scan form for your records.

- [Request a Live Scan form](#)
- [View a list of Live Scan locations](#)

FAX Live Scan form to:

ATTN: Fingerprint Unit
(916) 574-8647

Allow **1-2 weeks** for processing and renewal of a license (if license is on hold due to a fingerprint issue).

MAIL Live Scan form to:

Board of Registered Nursing
ATTN: Fingerprint Unit
1747 N. Market Blvd., Ste. 150
Sacramento, CA 95834-2979

Allow **1-2 weeks** for processing and renewal of a license (if license is on hold due to a fingerprint issue).

Residents Outside of California

You will need to submit two (2) **FD-258** hard fingerprint cards with the \$49 processing fee payable to the "Board of Registered Nursing"

- if you do not have current fingerprint results on file for both DOJ and FBI levels of service; and
- you are renewing your license to an **ACTIVE** status.

The Board must receive the fingerprint cards with the \$49 payment in order to renew the license. If the fingerprint cards are received without the \$49 payment, you will receive a letter in the mail requesting that the \$49 fee be paid before we can continue processing of your renewal.

You may be able to obtain FD-258 fingerprint cards at your local police station or sheriff's department. If they do not have the standard FD-258 fingerprint cards, you can submit a request for two (2) fingerprint cards to be mailed to you by the Board.

- [Request fingerprint cards](#)
- [View instructions for completing a fingerprint card](#)

MAIL FD-258 Fingerprint Cards with \$49 payment to:

Board of Registered Nursing
ATTN: Fingerprint Unit
1747 N. Market Blvd., Ste. 150
Sacramento, CA 95834-2979

Allow **4-6 weeks** for cashing, processing and renewal of a license (if license is on hold due to a fingerprint issue).