



Applicant Submission

Fingerprint Application Form BCIA 8016

ORI (Code assigned by DOJ) _____

Authorized Applicant Type _____

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned) _____

Contributing Agency Information:

Agency Authorized to Receive Criminal Record Information _____

Mail Code (five-digit code assigned by DOJ) _____

Street Address or P.O. Box _____

Contact Name (mandatory for all school submissions) _____

City _____ State _____ ZIP Code _____

Contact Telephone Number _____

Applicant Information:

Last Name _____

First Name _____ Middle Initial _____ Suffix _____

Other Name (AKA or Alias) Last _____

First _____ Suffix _____

Date of Birth _____ Sex Male Female

Driver's License Number _____

Height _____ Weight _____ Eye Color _____ Hair Color _____

Billing Number _____
(Agency Billing Number)

Place of Birth (State or Country) _____ Social Security Number _____

Misc. Number _____
(Other Identification Number)

Home Address Street Address or P.O. Box _____

City _____ State _____ ZIP Code _____

Your Number: RN # _____
OCA Number (Agency Identifying Number)

Level of Service: DOJ FBI

If re-submission, list original ATI number:
(Must provide proof of rejection)

Original ATI Number _____

Employer (Additional response for agencies specified by statute):

Employer Name _____

Mail Code (five digit code assigned by DOJ) _____

Street Address or P.O. Box _____

City _____ State _____ ZIP Code _____

Telephone Number (optional) _____

Live Scan Transaction Completed By:

Name of Operator _____

Date _____

Transmitting Agency _____ LSID _____

ATI Number _____ Amount Collected/Billed _____

California Live Scan Fingerprints for Nursing License

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.

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.

Will you accept Live Scan fingerprints that are completed in another state?

No, only Live Scan fingerprints completed in California can be accepted.

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 submitted my renewal and answered "No" to the fingerprint question. I now have completed and

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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.

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Frequently Asked Questions

[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.

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Frequently Asked Questions

How to Determine if You Need to Submit New Fingerprints

If you were licensed in California **by endorsement** and you were originally fingerprinted **using a hard card** instead of electronic Live Scan; then you will need to resubmit fingerprints.

The Board does not have an electronic record of fingerprint results on file and you need to submit a new set of fingerprints via the Live Scan process.

- 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.

If you were licensed in California **by exam** and you submitted fingerprints **using a hard card or electronic Live Scan** prior to 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.