



BOARD OF REGISTERED NURSING
PO Box 944210, Sacramento, CA 94244-2100
P (916) 322-3350 F (916) 574-8637 | www.rn.ca.gov
Louise R. Bailey, MEd, RN, Executive Officer



Fingerprint Certification

If your license is being HELD as an incomplete renewal application because you either answered "NO" or did not respond to the fingerprint requirement question, complete and submit this form as instructed.

Form with fields for Full Name, License No, Mailing Address, City, State, Zip, Phone Number, Email address, and sections for Fingerprint Certification and Certification.

Return this letter to the Board of Registered Nursing, Attn: Renewals Unit, P.O. Box 944210, Sacramento, CA 94244-2100 or fax to (916) 574-7699 as soon as possible. IF YOUR LICENSE HAS EXPIRED, YOU MAY NOT ENGAGE IN ANY PRACTICE WHERE A VALID AND ACTIVE LICENSE ISSUED BY THE BOARD IS REQUIRED UNTIL YOU HAVE PROVIDED PROOF OF COMPLETION OF THE FINGERPRINT REQUIREMENT.

IMPORTANT

If you respond "NO" to Item 1 above, your license renewal is considered incomplete and will not be renewed until you provide proof of compliance with the fingerprint requirement.

In order to satisfy the fingerprint requirement, you must complete one of the following two methods:

Method 1 – Live Scan Process

If you are in California, you may use the Live Scan service. A Live Scan form can be downloaded from the Board's website. Complete the sections on the form as indicated and print three copies. Take all three copies of the completed form to a Live Scan site, along with the processing fee. At the Live Scan site your fingerprints will be electronically scanned and transmitted immediately to DOJ for processing. After you have had your fingerprints scanned, be sure to send the second copy to the above address.

Visit http://ag.ca.gov/fingerprints/publications/contact.htm to locate Live Scan sites. Most local law enforcement agencies in California have Live Scan equipment. Hours of operation and fees may vary, so please contact the Live Scan site directly for information. The Board can only accept Live Scan completed in California.

Completing the Request for Live Scan Service Form:

- 1. Complete all areas on the form as indicated. Print three copies.
2. Take all three forms to the Live Scan site with your fee.
3. After your fingerprints are scanned:
- 1st copy of form is kept by the Live Scan Operator
- 2nd copy of form must be sent to the Board at the above address
- 3rd copy of form is for your records

Method 2 – Manual Fingerprinting Card (Hard Card)

To submit a manual fingerprint card (hard card), you may request an 8" X 8" fingerprint card (FD-258) from the Board's website. Instructions on completing and submitting the manual fingerprint card are located on the website.

Failure to submit a full set of fingerprints, if required, will make your license ineligible for renewal and may be grounds for discipline by the Board.