

Louisiana State Board of Nursing  
17373 Perkins Road, Baton Rouge, LA 70810  
Main Telephone: (225) 755-7500  
[www.lsbn.state.la.us](http://www.lsbn.state.la.us)

Dear Applicant:

This packet contains the **2015 Application for Reinstatement by Registered Nurse and required forms**. Completed application and forms should be **mailed** to the Board of Nursing for processing; **faxed copies are not acceptable**. Please note the continuing education (CE) and nursing practice requirements for re-licensure must be met in order to reinstate your license. If you have not worked in nursing for 5 years or more, please contact our *Reinstatement Department* for further information *before* submitting an application. All fees are non-refundable.

**If** your Louisiana Registered Nurse license has been Inactive, Delinquent or Retired for *five (5) years or more*, you are **required** to submit to a Criminal Background Check (CBC) as part of the reinstatement process. Please refer to the Fingerprint Instructions and Authorization Forms for Criminal Background Check (CBC) at the end of this reinstatement packet which explains the CBC process, additional CBC fee and authorization forms that must be submitted along with your application for reinstatement.

**Please submit all required documents and fees together in one (1) complete packet to LSBN to avoid delays in the processing of your reinstatement request.** Incomplete or partial application packets can not be processed.

Please indicate the documents being submitted to meet the requirements for reinstatement/relicense:

- Application for Reinstatement by Registered Nurse. (Use BLUE ink to sign application)
  - \$100.00 RN Reinstatement Fee. **Money Order** or **Bank Cashier's Checks** *only*. Personal Checks and/or Cash are **not** accepted. Fees are subject to change.
  - RN 2014 Employment Verification Form completed/signed by last year's nursing employer. **NOTE** - If you have not practiced as a nurse last year, you must provide a signed letter of explanation regarding the reason, include the last date and place you'd worked, and type of nursing employment you plan to seek once reinstated.
  - Documentation demonstrating applicant has met LSBN nursing continuing educational (CE) requirements in 2014 for a 2015 reinstatement. Check only **ONE (1) box** (# 1, # 2 or # 3) below and submit with application:
    - # 1) Copy of certificates of completion of nursing continuing education (CE) showing the following information: nurse's name, date completed, number of contact hours, and accreditation of topic by *either* the American Nurses Credentialing Center (ANCC) *or* a U.S. State Board of Nursing. CE requirements are as follows:
      - If you worked full time (minimum of 1,600 hours) as a nurse last year, you must to submit a minimum of 5 contact hours completed in the last calendar year; **or**
      - worked part-time (minimum of 160 hours) last year, you must submit at least 10 contact hours; **or**
      - worked PRN (less than 160 hours) last year - or - did not work at all, you must submit *either* a minimum of 15 contact hours for **each year** your Louisiana license was inactive/delinquent (CEs must be dated within the last four years) – **or** - proof of having completed a LSBN approved RN Refresher Course.**NOTE** – An applicant who doesn't have sufficient ANCC or State BON accredited CEs awarded in 2014 may complete them now to submit with the reinstatement application. The RN will need to complete additional CEs to qualify for licensure renewal at the end of the calendar year. LSBN recommends that a nurse who hasn't practiced for 4 years or more complete a RN Refresher Course. A list of approved refresher courses is available in the [Education](#) section of the LSBN website.
  - # 2) Copy of current certification letter/card issued by a national nursing specialty organization approved by the Louisiana State Board of Nursing (see LSBN [website](#) for full list of accepted certifying organizations).
  - # 3) Copy of an *official* transcript showing academic credit awarded last calendar year in a nursing course. **NOTE:** To mark this option, the applicant must be a student/graduate enrolled in a LSBN accredited program for a post secondary nursing degree and awarded academic credit in coursework specific to nursing last year.
- Criminal Background Check packet with additional money order if inactive for 5 years (or more), **or if otherwise required as directed in Section III, question # 1 on the Reinstatement Application.**

Rules regarding Requirements for Reinstatement/Relicensure may be located the LSBN website: [www.lsbn.state.la.us](http://www.lsbn.state.la.us), Chapter 33, in subsection 3335.D-F. Applications expire one (1) year from date submitted.

**NOTE:** Louisiana nursing licenses are **calendar** year licenses that must be renewed each fall for the next year. All licenses expire January 31<sup>st</sup> if not successfully renewed online by the nurse prior to this deadline.

# LOUISIANA STATE BOARD OF NURSING

17373 Perkins Road, Baton Rouge, LA 70810

Phone: (225) 755-7500

www.lsbns.state.la.us

## APPLICATION FOR REINSTATEMENT BY REGISTERED NURSE

LICENSE NO.	2015 YEAR
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FOR OFFICE USE ONLY	
MONEY ORDER NO. _____	CASHIERS CHECK NO _____
CE _____	VOE _____ APPROVED _____

**PRINT ALL INFORMATION BELOW** (Legal documentation must be provided for name change)

### APPLICANT'S CURRENT MAILING ADDRESS & CONTACT INFORMATION:

Applicant's Current Name: \_\_\_\_\_  
Current Mailing Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_  
Home Phone Number: (\_\_\_\_) \_\_\_\_\_  
Cell Phone Number: (\_\_\_\_) \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

### EMPLOYER ADDRESS:

Employer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_  
Employer Phone Number: (\_\_\_\_) \_\_\_\_\_

**APPLICATION MUST BE SIGNED WITH BLUE INK.** Rest of application must be either typed - or - completed with Blue or Black ink. Read separate instructions fully. Any errors or omissions will delay reinstatement.

### Section I. I Hereby Apply For:

\_\_\_\_\_ **Active Status from Inactive/Retired/Delinquent Status**      **\$100.00 fee**

#### APPROPRIATE FEES MUST BE SUBMITTED ALONG WITH THIS APPLICATION -

- Please read the **full** Instructions for Applying for RN Licensure by Reinstatement before completing and submitting this application to ensure you are eligible to apply.
- **Money Order** or **Bank Cashier's Checks only**. Personal Checks or Cash are **not** accepted.
- Fees are **NOT** refundable

**Applications not completed within one (1) year from date of submission will be closed and cancelled**

### Section II. Requirements for Reinstatement/Relicensure

**I have met the requirements for reinstatement/relicensure by:** (select **only one (1)** of the following options below and submit documentation demonstrating compliance along with this application and reinstatement fee)

**NOTE:** Nursing Continuing Education (CE) certificates of completion to document contact hours must show the nursing course completed by the individual was approved/accredited by *either* the American Nurses Credentialing Center (ANCC) **or** a U.S. State Board of Nursing.

\_\_\_\_\_ Minimum of five (5) ANCC or State BON accredited contact hours of nursing continuing education (CE) and written/signed employment verification demonstrating at least 1600 hours of nursing practice last year (full-time).

\_\_\_\_\_ Minimum of ten (10) ANCC or State BON accredited contact hours of nursing continuing education (CE) and written/signed employment verification demonstrating at least 160 hours of nursing practice last year, but under 1600 hours (part-time).

\_\_\_\_\_ Fifteen (15) ANCC or State BON accredited nursing continuing education contact hours for each year since my Louisiana RN license became inactive/delinquent. I had less than 160 hours of nursing employment last year.

\_\_\_\_\_ Documentation showing completion of a RN Refresher Course approved by the Louisiana State Board of Nursing as evidence of compliance with requirements for individuals with non-nursing practice for four (4) years or more (Rule 3335.D.2.a). (See LSBN [website](#) for list of approved refresher courses).

\_\_\_\_\_ Initial (1<sup>st</sup>) RN license for the State of Louisiana was issued during 2014.

\_\_\_\_\_ Certification in a nursing specialty recognized by the LSBN Board (see LSBN [website](#) for full list)

**Section III. Compliance**

**YOU ARE HEREBY DIRECTED TO DISCLOSE ALL APPLICABLE MATTERS AS FOLLOWS:**

**1. Yes\_\_No\_\_ Have you ever been issued any of the following:**

- a citation or summons for, *and/or*
- has/have warrant(s) been issued against you related to, *and/or*
- have you been arrested, charged with, arraigned, indicted, convicted of, *and/or*
- pled guilty/"no contest"/nolo contendere/"best interest" or any similar plea to, *and/or*
- been sentenced for any criminal offense, including all misdemeanors and felonies, in any state or other jurisdiction?

**NOTE:** Even though an arrest or conviction has been pardoned, expunged, dismissed, deferred, **or** diverted, and even if your civil rights have been restored, you must answer "**YES**" and mail certified court documents of incident/arrest together with a signed letter of explanation.

- **DWI arrest must be reported, regardless of final disposition.**
- **Traffic violations such as speeding or parking tickets do not need to be reported.**

*If the above question was answered 'Yes', then:*

Yes\_\_No\_\_ Have you previously reported/provided the following information to the Louisiana State Board of Nursing?

If you answered '**No**' here, and/or had not reported/provided the following, then submit with application:

- *Provide a narrative explanation (dated and signed) with date of any/all citations, summons, warrants, arrests, charges, arraignments indictments, convictions, pleas, sentence,*
- *the name of parish/county in which arrests, etc., occurred,*
- *the names of arresting agencies,*
- *the violation(s) listed,*
- *the final disposition of any/all criminal matters, and current status, if no final disposition.*
- *Enclose certified true copies of any/all arrest report(s), etc., occurrence/narrative/supplemental reports; certified true copies of any/all court minute entries and court judgments/orders; copies of probation/DA diversion or Pretrial Intervention programs, etc., and any/all other relevant records.*
- **Immediately submit to a Criminal Background Check (CBC) as part of the reinstatement application process.** Click on the link to "[Fingerprint Instructions and Authorization Sheet for Criminal Background Check](#)" available at the LSBN website. *Please read instructions carefully.* Fingerprinting may be completed at LSBN Board Office located at 17373 Perkins Road, Baton Rouge, Louisiana 70810, Monday through Friday 9:00 AM to 3:00 PM (excluding holidays), **or** may be completed at your local law enforcement office as explained in the fingerprinting instructions. Two FBI fingerprint cards, both CBC authorization sheets and additional CBC fee must be submitted along with this application for processing.

Name of Applicant (provide at top of each page): \_\_\_\_\_

2. **Yes\_\_No\_\_** Have you had a license to practice nursing or as another health care provider denied, revoked, suspended, sanctioned, or otherwise restricted or limited, including voluntary surrender of license - including restrictions associated with participation in confidential alternatives to disciplinary programs? *and/or*  
Have you had disciplinary action pending by a licensing board—other than by Louisiana State Board of Nursing—in any state or jurisdiction?

*If either of the above questions were answered 'Yes', then:*

Yes\_\_No\_\_ Have you previously reported/provided the following information to the Louisiana State Board of Nursing? If you answered '**No**' here, and/or had not reported/provided the following, then submit with application:

- *Provide a narrative explanation (dated and signed) with date of and description of any/all actions by other licensing boards in Louisiana and in other states or jurisdictions (beside the Louisiana State Board of Nursing), including names of other boards at issue, status of any/all disciplinary matters with other boards,*
- *Enclose certified true copies of any/all other board actions by other licensing boards, along with any/all related and/or subsequent actions.*

3. **Yes\_\_No\_\_** Have you been discharged from the military on ground(s) other than an honorable discharge?

*If the above question was answered 'Yes', then:*

Yes\_\_No\_\_ Have you previously reported/provided the following information to the Louisiana State Board of Nursing? If you answered '**No**' here, and/or had not reported/provided the following, then submit with application:

- *Provide a narrative explanation (dated and signed) of the other-than-honorable discharge, with date(s) of incident(s) involved, detailed description of grounds for discharge, along with description of the surrounding circumstance and any/all other relevant information.*
- *Enclose photocopies of any/all military discharge documents, including any/all documentation of the underlying action(s) that resulted in discharge, with any/all other related records.*

4. **Yes\_\_No\_\_** Have you been named as a defendant in a civil/malpractice case relating to your practice of nursing? *and/or*

**Has a medical review panel opinion been rendered relating to your practice of nursing? *and/or***

**Have you been reported to the National Practitioner Data Bank? *and/or***

**Have your clinical privileges been suspended, revoked, restricted or limited?**

*If any of the questions above were answered 'Yes', then -*

Yes\_\_No\_\_ Have you previously reported/provided the following information to the Louisiana State Board of Nursing? If you answered '**No**' here, and/or had not reported/provided the following, then submit with application:

- *Provide a narrative explanation (dated and signed) with date(s) of incident(s) involved, detailed description of the incident(s) at issue along with description of the surrounding circumstances, information regarding the current status of the Medical Review Panel opinion, civil or medical malpractice suit(s), and any/all other relevant information.*
- *Enclose photocopies of any/all Medical Review Panel opinions, civil or medical malpractice suit(s), along with any/all related records*

Name of Applicant (provide at top of each page): \_\_\_\_\_

5. **Yes\_\_No\_\_** Have you been diagnosed with, do you have, or have you had a medical, physical, mental, emotional or psychiatric condition that might affect your ability to safely practice as a Registered Nurse?

*If the above question was answered 'Yes', then:*

Yes\_\_No\_\_ Have you previously reported/provided the following information to Board staff or the Recovery Nurse Program? If you answered 'No' here, and/or had not reported/provided the following, then submit with application:

- *Provide a narrative explanation (dated and signed) with date(s) of incident(s) involved, detailed description of the condition(s) at issue, diagnoses, treatment received so far, treatment planned or prescribed, information regarding the current status of your condition(s), date, name and location of any/all treating facility(ies) and/or treating caregiver(s), number of times in treatment, currently-prescribed medication(s), and any/all other relevant information. Include in your statement if you are going to apply, or have applied, for Social Security or insurance disability.*
- *Enclose photocopies of any/all discharge summaries, relevant medical records and/or treatment record.*
- *Written, signed & dated, statement(s) from treating physician(s) addressing current ability to safely practice nursing, and any/all related records must be sent directly to LSBN by the treating physician. (Letter and envelope should indicate ATTN: Reinstatement Department)*

6. **Yes\_\_No\_\_** Have you had a problem with, been diagnosed as dependent upon, or been treated for mood-altering substances, drugs or alcohol? *and/or*

**Have you been diagnosed as dependent upon, addicted to, or been treated for, dependence upon medications?**

*If either of the above questions were answered 'Yes', then -*

Yes\_\_No\_\_ Have you previously reported/provided the following information to Board staff or the Recovery Nurse Program? If you answered 'No' here, and/or had not reported/provided the following, then submit with application:

- *Provide a narrative explanation (dated and signed) with date(s) of incident(s) involved, detailed description of the condition(s) at issue, diagnoses, treatment received so far, treatment planned or prescribed, information regarding the current status of your condition(s), date, name and location of any/all treating facility(ies) and/or treating caregiver(s), number of times in treatment, currently-prescribed medication(s), and any/all other relevant information. Include in your statement if you are going to apply, or have applied, for Social Security or insurance disability.*
- *Enclose photocopies of any/all discharge summaries, relevant medical records and/or treatment record.*
- *Written, signed & dated statement(s) from treating physician(s) addressing current ability to safely practice nursing, and any/all related records must be sent directly to LSBN by the treating physician. (Letter and envelope should indicate ATTN: Reinstatement Department)*

Name of Applicant (provide at top of each page): \_\_\_\_\_

**Section IV. Practice Attestation**

Please check **one** of the following:

\_\_\_\_\_ I attest that I have **not** practiced as a registered nurse in Louisiana during the period that my RN licensure status has been inactive/retired/delinquent.

**OR**

\_\_\_\_\_ I attest that I **have practiced** as a registered nurse in Louisiana during the period that my RN licensure status has been inactive/retired/delinquent.

**NOTE - Complete the section below in full if you worked without an active license, providing name and address of the employer, the dates worked and fill in the 'Statement of Explanation' section regarding why you had worked without a current/active licensure in Louisiana.**

Name/Address of Employer: \_\_\_\_\_  
\_\_\_\_\_

Dates of Employment: from \_\_\_\_\_ to \_\_\_\_\_  
(Provide the actual **date** last worked: month/day/year)

Statement of Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section V. Attestation / Signature / Identifying Information \*\* Use BLUE Ink to Sign Below \*\***

I hereby apply for reinstatement of my Louisiana Registered Nurse license and attest by my signature below that to the best of my knowledge, information and belief, all statements that I have made are true and correct and that I have not withheld any information that might affect this application. I understand that failure to disclose and/or falsification of any information accompanying or contained on this application will result in denial of relicensure and may result in disciplinary action. I further certify that I am in compliance with the continuing education (CE) and nursing practice requirements for relicensure and agree to supply supporting documents. I hereby authorize the Louisiana State Board of Nursing to conduct a criminal records check and authorize the Louisiana State Police and the Federal Bureau of Investigation to release all criminal record information maintained in their file, which may confirm or deny my eligibility for reinstatement/relicensure.

Signature: \_\_\_\_\_ (BLUE ink) Social Security Number \_\_\_\_\_

Date: \_\_\_\_\_ Date of Birth \_\_\_\_\_

**NOTE:** Attach copies of continuing education (ANCC/BON accredited CE certificates), signed RN Employment Verification form, reinstatement fee, and any letter of explanation (if applicable – see instructions) to this completed & signed reinstatement application and mail to the LSBN office in one (1) envelope.

# Louisiana State Board of Nursing

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## RN EMPLOYMENT VERIFICATION FORM - REINSTATEMENT

THIS FORM TO BE COMPLETED BY THE NURSE'S **EMPLOYER**  
AND RETURNED TO THE NURSE TO SUBMIT TOGETHER WITH HIS/HER  
REINSTATEMENT APPLICATION, FEE AND CE'S AS ONE (1) COMPLETE PACKET

PLEASE TYPE OR PRINT LEGIBLY

This is to certify that \_\_\_\_\_ is / was employed  
as a Registered Nurse (RN) as follows: (PRINT RN's name above)

- 1,600 hours or more of nursing practice during the year 2014 (Full-time is equivalent to 10 months of nursing practice at 40 hrs per week)
- 160 to 1599 hours of nursing practice during the year 2014 (Part-time)
- 159 hours (or less) of nursing practice during the year 2014

Name of Hospital/Agency: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Employment Dates:

From: \_\_\_\_\_ To: \_\_\_\_\_  
Original hire date: month/day/year provide last day nurse worked: month/day/year

Is the above Nurse eligible for rehire with your facility/institution: Yes -   
No -

\_\_\_\_\_  
Please type or print the name & title of HR staff member (or other company authorized personnel)  
verifying the above applicant's nursing practice level for the year 2014

\_\_\_\_\_  
*Signature* of the HR staff member (or authorized personnel) typed above

\_\_\_\_\_  
Date signed/verified

**Note to Employer** – The above individual does not currently hold an active nursing license in the State of Louisiana and is applying for Reinstatement. Completion of this form by your office will indicate this individual's practice level last year to define the quantity of accredited continuing education the applicant must submit to LSBN. Please return this completed form **back to the nurse** so he/she can supply it along with their reinstatement application.

# Louisiana State Board of Nursing

## ADDITIONAL INSTRUCTIONS AND FORMS FOR COMPLETING A CRIMINAL BACKGROUND CHECK FOR REINSTATEMENT FOLLOW THIS DIVIDER PAGE

### **A Criminal Background Check (CBC) is required for Reinstatement *when*:**

- The reinstatement applicant has not held an active Louisiana nursing license for five (5) years or more, *and/or*
- If otherwise required as directed in Section III, question # 1 of the RN Reinstatement Application. See page 2 of the RN reinstatement application for further details regarding this compliance question.

Please read all questions on the Reinstatement application(s) carefully. Failure to disclose and/or falsification of any information on an application, form(s) or other records submitted to the Louisiana State Board of Nursing is cause for denial of licensure and can result in disciplinary action.



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## FINGERPRINT INSTRUCTIONS FOR CRIMINAL BACKGROUND CHECK (CBC)

- 1) **Authorization Forms:** Complete, sign and date **both** of the following CBC authorization forms and submit to LSBN together with the appropriate licensure application (if applicable), fees, and two (2) fingerprint FBI cards:
  - \* **CBC1a:** [Authorization for Criminal Background Check – Page I](#)
  - \* **CBC1b:** [Authorization for Criminal Background Check – Page II](#)
- 2) **Fingerprinting:** Contact your state or local police/sheriff's office to inquire about their procedures, fees and locations for fingerprinting services. You will need to be fingerprinted onto **two (2)** official Federal Bureau of Investigation (FBI) fingerprint cards. **If** your local law enforcement office does **not** have blank FBI cards, LSBN board staff can mail you a set of FBI cards upon written request. Fill out the [Request for Blank Fingerprint Cards](#) form, indicate which department you will be submitting the CBC (and application, where applicable) at the top of the form, and fax to LSBN. If providing the CBC fingerprints cards & authorization sheets to apply for initial licensure or reinstatement in Louisiana, they **must** accompany your application.
  - Each of the two (2) FBI cards need a separate and distinct set of your fingerprints. If the law enforcement agency utilizes an electronic scan system ('LiveScan'), request they scan both hands for your fingerprints and print the first (1<sup>st</sup>) FBI card, then scan your hands again to print your fingerprints on the second (2<sup>nd</sup>) FBI card.
  - The following suggestions may improve the quality of your fingerprints to ensure LSBN receives the results of your CBC promptly:
    - Hands must be clean and dry. Wash your hands vigorously with warm water and dry thoroughly immediately prior to being fingerprinted.
    - If hands are very dry or cracked, wash hands and apply a touch of moisturizer onto fingertips, removing any excess lotion with paper towel prior to being fingerprinted. This may help raise the ridges for printing.
  - L.A.C.46:XLVII.3330 J-K states:
    - J. *If the fingerprints are returned from the Department of Public Safety as inadequate or unreadable, the applicant, or licensee must submit a second set of fingerprints and fees, if applicable, for submission to the Department of Public Safety.*
    - K. *If the applicant or licensee fails to submit necessary information, fees, and/ or fingerprints, the applicant or licensee may be denied licensure on the basis of an incomplete application or, if licensed, denied renewal, until such time as the applicant or licensee submits the applicable documents and fee.*
  - View both FBI cards *before* you leave the facility where you're being fingerprinted. If any of the fingerprints are outside the boxes, appear too light, too dark, or obviously smudged - have the technician prepare an extra set of cards and submit **both sets** (all four cards) along with your application. **Protect both FBI cards from smudges. Do not fold or staple.**
  - All fingerprint cards must be signed by the nurse with all sections filled out completely with the exception of the "employer and address" section.
  - Individuals who are *already licensed Registered Nurses* may opt to have their fingerprints scanned in person at the LSBN office ('LiveScan') by board staff instead of submitting paper FBI cards. 'LiveScan' fingerprinting must be completed before 3:00 pm central standard time (CST). The LSBN office opens at 8:30 am (CST), but closed for all state and federal holidays. Please try to arrive at the LSBN office by midday to allow sufficient time for processing if using the 'LiveScan' CBC option. The nurse must be able to submit their application (already completed & notarized) and fee(s) to LSBN staff when he/she arrives for 'LiveScan' fingerprinting.
- 3) **Fees due LSBN for CBC:**
  - \$40.75 – Payable to Louisiana State Board of Nursing (LSBN) if paper FBI fingerprint cards are submitted

**- OR -**

  - \$50.75 – Payable to Louisiana State Board of Nursing (LSBN) if coming in person to the LSBN office to have your hands scanned using the 'LiveScan' equipment. **(Licensed Registered Nurses only).**

***All fees must be paid by Money Order or Bank Cashier's Check, payable to LSBN***

**NOTE:** If you are submitting to a CBC because you are applying for licensure or permission to enroll in clinical nursing courses, please read the **application instructions** carefully regarding payment of fees. Some application instructions will provide a 'total fee' to submit along with the application which may include the CBC fee noted above.

(Criminal history records check is authorized under the Nurse Practice Act, **Louisiana Revised Statutes 37:920.1**)

# Authorization for Criminal Background Check (CBC) – Page I

**\*\*FORMS MUST BE FILLED OUT IN INK AND BE REVIEWED BY SUBMITTING AGENCY/INDIVIDUAL FOR ACCURACY\*\***  
**\*\*\*\*FINGERPRINTS ARE NECESSARY FOR A POSITIVE IDENTIFICATION\*\*\*\***

**Fees for CBC (money order or bank cashier's check required, payable to LSBN):**

- \$40.75 – Payable to Louisiana State Board of Nursing (LSBN) if paper FBI fingerprint cards are submitted
- **OR** -
- \$50.75 – Payable to Louisiana State Board of Nursing (LSBN) if coming in person to the LSBN office to have your hands scanned using the LiveScan equipment. (Licensed Registered Nurses only).

**\*\* Refer to your Application Instructions to see if the above CBC cost if already incorporated in the application fee total\*\***

**\*\*\*\*PLEASE PRINT (except 'Signature) – USE BLUE OR BLACK INK WHEN FILLING OUT THIS FORM \*\*\*\***

**Louisiana State Board of Nursing**

FACILITY OR AGENCY

**Patricia A. Dufrene, MSN, RN**

FACILITY OR AGENCY AUTHORIZED REPRESENTATIVE

**Cynthia York, RN, MSN, CGRN**

FACILITY OR AGENCY AUTHORIZED REPRESENTATIVE

**17373 Perkins Road**

MAILING ADDRESS

SIGNATURE OF LSBN AUTHORIZED REPRESENTATIVE

**Baton Rouge, LA**

**70810**

CITY

STATE

ZIP CODE

**(225) 755-7500**

FACILITY OR AGENCY PHONE NUMBER

**Request For: (pick one only)**

- ALCOHOL AND BEVERAGE COMMISSION
- ALCOHOL BEVERAGE OUTLET
- CASA
- CONCEALED HANDGUNS
- CRIMINAL JUSTICE EMPLOYEE
- DAYCARE
- DENTISTRY BOARD
- DEPARTMENT OF LABOR
- DEPARTMENT OF PUBLIC SAFETY
- EMPLOYERS
- FIREFIGHTERS
- GAMING
- HEALTH CARE PROVIDER
- IMMIGRATION
- JUVENILE DETENTION CENTER
- DEPARTMENT OF INSURANCE
- MANUFACTURED HOUSING
- MEDICAL EXAMINERS
- OCS FOSTER/ADOPTIVE
- OCS PERSONNEL

- OFFICE OF FINANCIAL INSTITUTIONS
- OFFICE OF PUBLIC HEALTH
- PHARMACY BOARD
- POSTSECONDARY EDUCATION
- PRACTICAL NURSING
- PRIVATE ADOPTION
- PRIVATE INVESTIGATORS
- PRIVATE SECURITY
- PUBLIC HOUSING
- PUBLIC TAG AGENT
- REGISTERED NURSING
- RELIGIOUS ACTIVISTS
- RIVERBOAT PILOTS
- SCHOOL
- SENATE AND GOVERNMENTAL AFFAIRS
- TAXI DRIVERS
- USED MOTOR VEHICLE COMMISSION
- VOLUNTEERS WITH YOUTH SERVING ORGANIZATIONS

**\*\* Please print all but Signature \*\***

APPLICANTS NAME:

LAST NAME FIRST NAME MIDDLE NAME MAIDEN NAME (if different)  
{Provide any and all 'other' Last Names held which are not listed above in the bottom margin of this page}

APPLICANTS SIGNATURE: \_\_\_\_\_

APPLICANTS SOCIAL SECURITY # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

DRIVERS LICENSE #: \_\_\_\_\_ & STATE \_\_\_\_\_ RACE \_\_\_\_\_ SEX \_\_\_\_\_

POSITION OR LICENSE APPLIED FOR \_\_\_\_\_

**AUTHORIZATION TO DISCLOSE CRIMINAL HISTORY RECORDS INFORMATION**

By my signature above, I hereby authorize the Louisiana State Police to release all pertinent criminal record information maintained in their files, other states files, FBI and/or international files (if applicable ) which may confirm or deny my eligibility with the facility or agency named above.

FORM NBR: CBC – 1a

Revised: 2/08, 6/11, 3/12, 2/15

**Authorization for Criminal Background Check (CBC) – Page II**

**APPLICANT PROCESSING-DISCLOSURE  
BUREAU OF CRIMINAL IDENTIFICATION AND  
INFORMATION  
P.O. BOX 66613 (MAIL SLIP A-6)**

LSPAPPR/R8.03

**LOUISIANA STATE BOARD OF NURSING**

AGENCY

NOTICE:

PLEASE PRINT OR TYPE INFORMATION,  
EXCLUDING ADMINISTRATORS OR  
AUTHORIZED PERSON SIGNATURE.  
INCOMPLETE FORMS WILL NOT BE  
PROCESSED.

**17373 Perkins Road**

MAILING ADDRESS

**Baton Rouge**

CITY

**LA**

STATE

**70810**

ZIP CODE

*Provide/print the following information below:*

\_\_\_\_\_  
APPLICANT'S FULL NAME (print)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_/\_\_\_\_\_  
RACE SEX

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

**ALL INFORMATION RELEASED MUST REMAIN STRICTLY CONFIDENTIAL AND ONLY  
THOSE AUTHORIZED BY LAW TO RECEIVE THIS INFORMATION MAY SUBMIT A REQUEST.**

**DO NOT WRITE BELOW THIS LINE: (FOR BUREAU OF CRIMINAL IDENTIFICATION AND INFORMATION USE ONLY)**

**NOTICE:** The response to your request for a criminal history check is based on a review of the State of Louisiana's criminal history records database as is available at the time of request. This does not preclude the possible existence of conviction information not available in our database.

**CRIMINAL HISTORY DETERMINATION:**

**RAPSHEET ATTACHED**

**RESPONSE BELOW**

# Louisiana State Board of Nursing

17373 Perkins Road, Baton Rouge, LA 70810

Telephone: (225) 755-7500

Credentialing Fax Number: (225) 755-7581

[www.lsbn.state.la.us](http://www.lsbn.state.la.us)

## REQUEST FOR BLANK FINGERPRINT CARDS

I am required to submit to a Criminal Background Check (CBC) as authorized by the Nurse Practice Act, Louisiana Revised Statutes 37:920.1. I am unable to obtain Federal Bureau of Investigation (FBI) cards from my local law enforcement agency; therefore I am requesting two (2) blank fingerprint cards to be mailed to me by the Louisiana State Board of Nursing (LSBN).

Please indicate the department you will later be submitting an application for Louisiana licensure for this request of blank FBI cards. Check the appropriate box, complete the form below (please PRINT) and fax to the number listed above.

- RN Licensure by Endorsement (already licensed as an RN outside of Louisiana)
- RN or APRN Licensure by Reinstatement (I held a Louisiana RN or APRN license previously)
- APRN Licensure by Endorsement or Examination

Full Name: \_\_\_\_\_

Mailing Address –

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Work Phone Number (include extension): \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**NOTE:** *If applying for initial Louisiana licensure, do not submit your application until you have received and completed the FBI fingerprint cards. Your full CBC packet must accompany your application.* If applying for license reinstatement, refer to instructions and application to determine if a CBC packet is required to accompany your application.