

**ARIZONA STATE BOARD OF NURSING**  
**INSTRUCTIONS FOR SUBMITTING A FINGERPRINT CARD**

**NOTE: A FINGERPRINT Card will be sent to you when we receive your application.**

**I. GENERAL INFORMATION**

You are required to complete and submit a fingerprint card. A fingerprint card must be obtained from the Arizona State Board of Nursing (AZBN) because it contains specific identifying information. **NOTE:** If you have had previous fingerprinting done with another agency, you **must still** submit a new set of fingerprints to AZBN. **A copy of a clearance card issued by DPS is not a substitute for this requirement.** If you have submitted previous fingerprints to the AZBN within the past 2 years, you will not need to submit fingerprints again. Return the completed fingerprint card the Board in the envelope supplied.

**II. HOW TO COMPLETE THE FINGERPRINT CARD**

**To facilitate prompt & accurate processing of the fingerprint card:**

- type or print legibly, in **BLACK INK**, in blocks marked by a black X
- stay within the blocks – **DO NOT OVERLAP THE BLUE LINES**
- your name on the card must be identical to the name on your application
- no more than one correction paper tab per fingerprint block (where prints are rolled)
- no writing in the fingerprint block except “amp” (amputated) or “bnd” (finger bandaged)
- no staples anywhere on the card
- do not use “Best Prints Possible” stamp on the card

**• DO NOT FOLD FINGERPRINT CARD**

- a fingerprint card will be sent to you once we receive your application OR you must return the fingerprint card and application together using a 9X12 envelope. Do not send the fingerprint card ahead of the application.

Use the abbreviations listed below for the physical description items.

RESIDENCE	Enter your <b>residence</b> address, not your <b>mailing</b> address (unless they are the same).				
ALIASES/AKA	Enter any aliases used, including <b>maiden name</b> .				
PLACE OF BIRTH	Enter the two letter state abbreviation or spell out a foreign country.				
SEX	F = Female		M = Male		
RACE	A = Asian/Pacific Islander		I = American Indian/Alaskan Indian		U = Unknown
	B = Black		W = White or Hispanic		
HEIGHT (HGT)	Express in feet and inches. Do not use fractions of an inch; round off to the nearest inch. EX: 5'9". DO NOT USE METRIC SYSTEM.				
WEIGHT (WGT)	Express in pounds. Do not use fractions of a pound; round off to the nearest pound. EX: 139 lb. DO NOT USE METRIC SYSTEM				
EYE COLOR	BLK = Black	BRN = Brown	GRN = Green	MAR = Maroon	PNK = Pink
	BLU = Blue	GRY = Gray	HZL = Hazel	MUL = Multicolored	XXX = Unknown
HAIR COLOR	BLK = Black	BRN = Brown	GRY = Gray	SDY = Sandy	BLU = Blue
	BLN = Blonde or "strawberry"		WHI = White	RED = Red or Auburn	
	PNK = Pink	PLE = Purple	ONG = Orange	XXX = Unknown or completely bald	

**III. PROCESSING TIME**

Processing of the card takes approximately 4-6 weeks. An **incomplete or folded** fingerprint card will be returned and will delay processing. Delays will also occur if the **information you printed overlaps the borders of the block** you wrote in. Delays may also occur if the fingerprint card is returned by DPS/FBI because the **fingerprints are not legible**. No permanent license/certificate will be issued until both state and federal criminal history clearance has been received.

**IV. FINGERPRINTING AUTHORITY**

A.R.S. section § 32-1606, & A.R.S. § 32-1646 of the Nurse Practice Act authorizes the Board to deny licensure/certification based on felony conviction(s). Fingerprints are required in order for DPS/FBI to conduct background checks for criminal convictions.

**V. WHERE DO I OBTAIN FINGERPRINTING SERVICES?**

Call your local police department, sheriff’s office or check for names of private agencies where you can obtain fingerprints. (The agency you use must validate your identification with a driver’s license or a State issued ID. Fingerprints done by an applicant on them self will be returned and will delay processing time.)

**O V E R**

## Applicant Record Notification

### **Notification**

Fingerprints submitted will be used to check the criminal history records of the FBI and DPS

### **Obtaining Copy**

Procedures for obtaining a copy of FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.30 through 16.33 or go to the FBI website at <http://www.fbi.gov/sbpit-us/cjis/background-checks> or call 304-625-3878

Procedure for obtaining a copy of the criminal history record report from AZ Department of Public Safety per A.A.C.R. 13-1-08, call 602-223-2222

### **Changes, Correction, or Updating**

Procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulation (CFR), Section 16.34. Information is available of the FBI website at [www.fbi.gov](http://www.fbi.gov) under background checks

Procedures for obtaining a change, correction, or updating of a DPS criminal history record can be obtained from AZ Department of Public Safety by calling 602-223-2222

## NOTICE TO THOSE ROLLING THE FINGERPRINTS

## **WHY FINGERPRINTS ARE REJECTED**

1. There is highlighter on the fingerprint image blocks. (The scanners cannot read the information.)
2. The fingerprint image bleeds onto the blue line or overlaps the borders of that block (scanners cannot pick up the entire image)
3. If there is more than one tab per fingerprint block. That means if the first print image on a finger was bad and you put a tab on the image and retake the image and it is a good image that is okay. **However**, if the second print is also bad you cannot use a second tab. A new card will have to be completed.
4. There is writing in the fingerprint blocks. **ONLY** exception: amputated (amp) or finger bandaged (bnd).
5. Staples are anywhere on the card
6. The fingerprint image is illegible
7. "Best Prints Possible" stamp is on the card
8. Prints are not straight up and down on the card
9. Cards have been folded or bent