

Iowa Board of Nursing
400 SW 8th Street, Suite B
Des Moines, IA 50309-4685

STATE & NATIONAL CRIMINAL HISTORY BACKGROUND CHECKS

Instructions for Completing the Fingerprint Card

(Sample on Reverse Side)

1. Provide the **BLANK** fingerprint cards to the authorized technician. If the authorized technician has a Livescan System all of the Descriptor Items will be completed automatically. If the technician does **NOT** have Livescan the Descriptor Items will need to be printed on the cards legibly in black ink. (Descriptor Codes on Reverse Side)
 - Name (Last, First, Middle)
 - Signature of Person Fingerprinted
 - Residence
 - Date of Birth (Month, Date, Year)
 - Citizenship (Country)
 - Sex
 - Race
 - Social Security Number
 - HGT (Height)
 - WGT (Weight)
 - Eyes (Eye Color)
 - Hair (Hair Color)
 - Place of Birth (City, State)

NOTE: Fingerprint cards that are **incomplete** will be returned to the applicant.

2. Fingerprint impressions **MUST** be obtained through an authorized technician. Contact your local sheriff's office or police department to set up an appointment to have your fingerprints taken (a fee may be charged for this service). Fingerprint cards may or may not be available at these locations.
3. Fingerprints must be rolled carefully and legibly in all of the appropriate boxes. Electronic scanning of fingerprints by an authorized fingerprint technician is accepted when the actual fingerprint cards are printed and submitted (Electronic submission is not available).
4. **Follow this paragraphs instructions if application was submitted Online:**
Send both of the completed fingerprint cards and the signed waiver to the Iowa Board of Nursing at the address below. The fee to conduct the criminal history background check was included with the application fee.
5. **Follow this paragraphs instructions if submitting the Paper Application:**
Send both of the completed fingerprint cards, signed waiver, and check or money order with your application to the Iowa Board of Nursing at the address below. The fee to conduct the criminal history background check is included with the application fee (\$143.00) Make checks payable to the Iowa Board of Nursing.
6. **Do not fold, staple, bend, tape or modify the fingerprint cards.**

Instructions for Completing the Waiver

1. By signing the waiver, the Board is entitled access to all criminal history convictions, including those with deferred judgments or expunged records. This includes all misdemeanors and operating while intoxicated convictions.
2. Not all criminal offenses will preclude the Board from issuing a license. However, failure to disclose relevant information may result in the denial of licensure, or disciplinary action against the license if already issued.

PLEASE NOTE: THE BOARD WILL NOT ISSUE YOUR LICENSE UNTIL THE COMPLETED FINGERPRINT PACKET, WAIVER AND FEE (if applicable) ARE RECEIVED.

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