Use these instructions if you are submitting an application via the Arkansas State Board of Nursing (ASBN) online application system (Arkansas nursing education program graduate, out-of-state graduate, rewrite applicant, advanced practice applicant or applicant endorsing into Arkansas). Do not use these instructions if you were internationally educated and are submitting an Examination Application for International Graduates application form to Arkansas State Board of Nursing.

GENERAL INFORMATION
Arkansas law requires applicants for licensure by examination to submit to criminal background checks. If an applicant has pleaded guilty or nolo contendere to or found guilty of any offense listed in ACA § 17-87-312, he/she is not eligible for Arkansas licensure. (ACA § 17-87-312 provides the applicant an opportunity to request a waiver of eligibility criteria related to a criminal background in certain circumstances.

Conduction of the state and federal criminal background checks are at the applicant’s expense. A state and federal criminal background check is required if they are not already on file with Arkansas State Board of Nursing within the last 12 months of application. Background checks from other agencies are not accepted.

FEES ARE NONREFUNDABLE.

Applicants submitting the licensure application via the online application system pay fees associated with conduction of the state and federal criminal background checks within the online application process.

DO NOT UNDER ANY CIRCUMSTANCES CONTACT THE ARKANSAS STATE POLICE OR THE FBI ABOUT THE STATUS OF YOUR CRIMINAL BACKGROUND CHECKS.

FEDERAL BACKGROUND CHECK - FBI FINGERPRINT CARD (You MUST use the card provided by the ASBN)

1. The Federal Criminal Background Check requires completion of a fingerprint card and submission of the card to the Arkansas State Police.
2. Obtain the fingerprint card:
   • Licensure Examination (NCLEX ®) applicants that are new graduates from an Arkansas nursing education program obtain the fingerprint card from the nursing education program.
   • Note: Other licensure applicants will request that a fingerprint card is mailed to them; access to request the fingerprint card is located within the online application system.
3. An applicant should NOT submit the Fingerprint card to the Arkansas State Police before completion of the online application. There is a specific Search ID number that is made available to an applicant on the Payment Summary. IMPORTANT: For applicants submitting application via the online application system. Print the Payment Summary page. It contains an INA Search ID number. Write the INA Search ID number in the designated area on the fingerprint card before mailing the card to the Arkansas State Police. If the INA Search ID number is not written on the fingerprint card, it is likely that fingerprints will not be processed. Print the INA Search ID number in the upper right hand corner of the fingerprint card in the box marked “FBI Leave Blank”.
4. Follow instructions for completing the fingerprint card identified herein.
5. Applicants should follow the instructions for mailing the fingerprint card to the Arkansas State Police that appear within the online application system and in the automatic notification email received after application submission.

Instructions for completing the fingerprint card
Have fingerprints done by properly trained personnel. Your local police or sheriff’s department may be willing to accommodate you. There may be a fee involved. The Arkansas State Police ID Bureau in Little Rock on Geyer Springs Road at I-30 will collect your fingerprints without charge Monday - Friday, 8:00 a.m. - 4:30 p.m.

Common errors that will delay the processing of your FBI criminal background check are incomplete FBI fingerprint card and poor quality of fingerprints.

DO NOT BEND OR FOLD THE FBI FINGERPRINT CARD.
The fingerprint card should be mailed to:
Arkansas State Police
Criminal Background Check
1 State Police Plaza Drive
Little Rock, AR  72209

Applicants MUST complete the following boxes on the card (type or print, black ink only)

- Last name, first name, middle name
- Signature of person fingerprinted
- Aliases (other names you have used, including nicknames, maiden name, other married names, etc.)
- ORI (this block should read: AR920430Z State Board of Nursing, Little Rock, AR)
- Date of birth (numeric month, numeric day, numeric year)
- Residence of person fingerprinted (street address or post office box, city, state, zip)
- Citizenship (i.e., United States, England, Philippines)
- Sex, race, height, weight, eyes (color), hair (color) Sex: M=Male; F=Female Race: A=Asian; W=White; B=Black; I=American Indian; U=Unknown; (If Hispanic use “W”) Eyes: BLU=Blue; BRO=Brown; BLK=Black; GRY=Gray; GRN=Green; HAZ=Hazel; MAR=Maroon; PNK=Pink; XXX=Unknown Hair: BAL=Bald; BRO=Brown; SDY=Sandy; BLK=Black; GRY=Gray; WHI=White; BLN=Blond; RED=Red; XXX=Unknown
- Place of birth (city, state, or foreign country)
- Employer and address (“none” if you are unemployed)
- Reason fingerprinted - write in: AR State Board of Nursing - ACA §17-87-312
- Social Security number
- FBI Leave Blank: Print the INA Search ID number in the upper right hand corner of the fingerprint card.
- Leave all other spaces blank (OCA, MNU, MNU)

If an individual is missing one or more fingers, a notation in the fingerprint block(s) indicating why a partial or missing image exists must be written in. Handwritten notations recommended for fingerprint submissions include: Amp (amputated), Ti-Amp (tip amputated), Missing at Birth, Cut-off, Shot-off, Deformed and Missing

ARKANSAS STATE POLICE CRIMINAL BACKGROUND CHECK FORM

1. The State Criminal Background Check information is obtained within the online application process; no additional form is completed or submitted to ASBN or the Arkansas State Police.
Example of Completed Fingerprint Card

<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>LEAVE BLANK</th>
<th>TYPE OR PRINT ALL INFORMATION IN BLACK</th>
<th>LEAVE BLANK</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAST NAME</td>
<td>NAME</td>
<td>FIRST NAME</td>
<td>MIDDLE NAME</td>
</tr>
<tr>
<td>Smith</td>
<td>John</td>
<td>Raymond</td>
<td></td>
</tr>
<tr>
<td>ALIASES AKA</td>
<td>AR920430Z</td>
<td>ST. BOARD OF NURSING</td>
<td></td>
</tr>
<tr>
<td>J.R.</td>
<td></td>
<td>LITTLE ROCK, AR</td>
<td></td>
</tr>
<tr>
<td>RESIDENCE OF PERSON FINGERPRINTED</td>
<td>USA</td>
<td>SEX</td>
<td>RACE</td>
</tr>
<tr>
<td>49 Pepper Street</td>
<td></td>
<td>M</td>
<td>W</td>
</tr>
<tr>
<td>Rocky Road, AR 72109</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td>SIGNATURE OF OFFICIAL TAKING FINGERPRINTS</td>
<td>YOUR NO. OCA</td>
<td>FBI NO. FBI</td>
</tr>
<tr>
<td>01-01-02</td>
<td>Sally Sue Boyd</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMPLOYER AND ADDRESS</td>
<td></td>
<td>ARMED FORCES NO. MNU</td>
<td>CLASS</td>
</tr>
<tr>
<td>AR State Board of Nursing</td>
<td></td>
<td>SOCIAL SECURITY NO. SOC</td>
<td></td>
</tr>
<tr>
<td>ACA 17-87-312</td>
<td></td>
<td>444-55-6666</td>
<td>REF.</td>
</tr>
<tr>
<td>REASON FINGERPRINTED</td>
<td></td>
<td>MISCELLANEOUS NO. MNU</td>
<td></td>
</tr>
<tr>
<td>AR State Board of Nursing</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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The INA Search ID number is also located in the Arkansas GovPay Receipt that you received via email IF you paid for the criminal background check process within the online application system.

Nursing education program directors will furnish the fingerprint card to recent graduates.

If you are not a recent graduate, you MUST request that a fingerprint card is sent to you by mail since the fingerprint card will not be automatically mailed. To request a fingerprint card click on the respective link from within the online system.