

LOUISIANA STATE BOARD OF NURSING

17373 Perkins Road

Baton Rouge, Louisiana 70810

Telephone (225) 755-7500 Fax: (225) 755-7580

www.lsbn.state.la.us

FINGERPRINT INSTRUCTIONS

APPLICATION FOR PERMISSION TO ENROLL IN CLINICAL NURSING COURSES OR FOR INITIAL LICENSURE BY EXAMINATION MUST BE ACCOMPANIED BY FINGERPRINT CARDS AND FEE AS FOLLOWS:

1. Complete and sign the **Authorization for Criminal Background Check (CBC)** form.
*** Please copy each page of the Authorization for Criminal Background Check (CBC) form on front of separate page.**
DO NOT PRINT DOUBLE SIDED
You may obtain cards at Law Enforcement Agencies. However, the Cards must have demographics on the front.
OUT OF STATE EXAM APPLICANTS -- You may download the forms from LSBN website under "EDUCATION" and request cards from LSBN or obtain cards at Law Enforcement Agencies. However, the Cards must have demographics on the front.
2. Contact your campus security or local police/sheriff's office, or an office of the state police to inquire about procedures for completion of fingerprint cards. They may specify a particular location, time and fee for fingerprinting. Take both cards to the designated location.
 - Each of the two (2) FBI cards need a separate and distinct set of your fingerprints. If the agency utilizes an electronic scan system, request that they scan your fingerprints and print the first FBI card, then scan your fingerprints again and print the second FBI card.
 - If you've experienced problems in the past with fingerprinting or obtaining a CBC report, advise the officer/technician **before** they print you. The following suggestions may improve print quality:
 - 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.***MUST HAVE 2 DIFFERENT FINGERPRINTS- DO NOT SUBMIT 2 COPIES OF SAME PRINT.**
3. Return the two (2) completed cards, required fee and authorization forms to the office of your program head. Do not fold or staple the cards.
4. Fee for fingerprint record check is **\$40.75 by money order** made payable to the **Louisiana State Board of Nursing**.
5. The criminal history record information checks are authorized under the Nurse Practice Act, **Louisiana Revised Statutes 37:920.1** and are required as part of the permission to enroll in clinical nursing courses process.
6. The permission to enroll may not be delayed awaiting these reports; however, future action may result if the criminal history record information so indicates.

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)

▶ \$40.75 – Payable to Louisiana State Board of Nursing for State/FBI fingerprint card processing

-OR-

▶ \$50.75 – Payable to Louisiana State Board of Nursing for State/FBI fingerprint cards and utilization of live scan fingerprinting system at LSBN (Registered Nurses only).

****PLEASE PRINT****

Louisiana State Board of Nursing

FACILITY OR AGENCY

Patricia A. Dufrene MSN, RN

FACILITY OR AGENCY AUTHORIZED REPRESENTATIVE\

Cynthia York MSN, CGRN

FACILITY OR AGENCY AUTHORIZED REPRESENTATIVE\

17373 Perkins Road

MAILING ADDRESS

SIGNATURE OF (1) 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 FULL NAME: _____

****PRINT – USE INK****

LAST FIRST MIDDLE
{INCLUDE MAIDEN NAME & PREVIOUS MARRIED NAMES IF APPLICABLE}

APPLICANTS SIGNATURE: _____

APPLICANTS SOCIAL SECURITY # ___ - ___ - ___ DATE OF BIRTH: ___ / ___ / ___

DRIVERS LICENSE # _____ & STATE _____ RACE _____ SEX _____

POSITION OR LICENSE APPLIED FOR _____

AUTHORIZATION FOR CRIMINAL BACKGROUND CHECK (CBC) – PAGE II

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, or the FBI files (if applicable), which may confirm or deny my eligibility with the facility or agency named above.

**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 **LA** **70810**
CITY STATE ZIP CODE

NAME / / /
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**