

## Reciprocity Application

### Section 1 – Personal Information

_____		_____		_____
Date of Birth		Social Security Number		Sex
_____	_____	_____		
First	MI	Last		
_____	_____	_____	_____	
Current Mailing Address	City	State	Zip Code	
_____	_____		_____	
Email Address	Telephone Number		Alternate Phone Number	

### Section 2 – Certifications

List ALL state(s) that you have ever been certified in:		Expiration Date(s):	I am/was certified as a:
_____	_____	____/____/____	<input type="checkbox"/> Long Term Care Aide <input type="checkbox"/> Home Health Aide
State	Cert #		
_____	_____	____/____/____	<input type="checkbox"/> Long Term Care Aide <input type="checkbox"/> Home Health Aide
State	Cert #		
_____	_____	____/____/____	<input type="checkbox"/> Long Term Care Aide <input type="checkbox"/> Home Health Aide
State	Cert #		
_____	_____	____/____/____	<input type="checkbox"/> Long Term Care Aide <input type="checkbox"/> Home Health Aide
State	Cert #		
_____	_____	____/____/____	<input type="checkbox"/> Long Term Care Aide <input type="checkbox"/> Home Health Aide
State	Cert #		

### Section 3 – Criminal History

Are there documented findings on the Nurse Aide Registry of substantiated resident abuse, neglect or misappropriation of property? ☐ No

☐ Yes (If yes, please describe): \_\_\_\_\_

Do you have any criminal convictions: ☐ Yes ☐ No

If yes, you must provide court documentation of each conviction and list the state(s) you have a conviction in: \_\_\_\_\_

Please be certain that the information you provide is correct. The Oklahoma State Department of Health may deny, suspend, withdrawal or not renew the certificate of a nurse aide who intentionally provides false or misleading information to a training program, a facility or the Oklahoma State Department of Health.

**Section 4 – Affirmation** - By my signature below, I certify that all information provided on this application is true and complete to the best of my knowledge and belief. I give my permission to any state registry to disclose all information requested on this application.

_____	_____
Signature of Applicant	Date

**LTC Reciprocity Only – NO FEE required:** Email: [nar@health.ok.gov](mailto:nar@health.ok.gov)  
Mail to: NAR-OSDH, PO Box 268816, Oklahoma City, OK 73126-8816

**HHA requires \$15 Non-Refundable Fee:** Check/Money Order payable to: OSDH-Nurse Aide Registry  
Mail to: NAR-OSDH, PO Box 268816, Oklahoma City, OK 73126-8816

**AFFIDAVIT OF LAWFUL PRESENCE BY PERSON**  
**MAKING APPLICATION FOR A LICENSE, PERMIT OR CERTIFICATE**

I, the undersigned applicant, being of lawful age, state that one of the following statements is true and correct: (Check which of the following statements apply.)

- ☐ I am a United States citizen.
- ☐ I am an approved alien under the federal Immigration and Nationality Act and am approved to be present in the United States. **I understand that this approval may or may not include approval for employment. The issuance of a license, permit, or certificate issued by the Oklahoma State Department of Health is not authorization for employment in the United States.**

Indicate the identification number and authorizing document below.

**Admission/Registration #:** \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> U.S. Passport or Passport Card | <input type="checkbox"/> Passport with temporary I-551 notation |
| <input type="checkbox"/> Permanent Resident Card        | <input type="checkbox"/> Employment Authorization Card          |
| <input type="checkbox"/> Certificate of Naturalization  | <input type="checkbox"/> Passport with temporary I-551 stamp    |
| <input type="checkbox"/> Other: _____                   |   |

**I state under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct and that I have read and understand this form and executed it in my own hand.**

Date \_\_\_\_\_

Signature \_\_\_\_\_

City & State \_\_\_\_\_

Print Name \_\_\_\_\_

If applying to renew a license, permit, or certificate, please write the number: \_\_\_\_\_  
Current license, permit, or certificate #

**INSTRUCTIONS FOR USE OF THE AFFIDAVIT OF LAWFUL PRESENCE BY  
PERSON MAKING APPLICATION FOR A LICENSE, PERMIT OR CERTIFICATE**

**The person signing this form must read these instructions carefully.**

1. If the person executing this form is receiving services and not making an application for a license, permit or certificate, this form should **not** be used but rather, either the form titled, "*Affidavit of Lawful Presence by Parent or Guardian of Person Receiving Services*" or the form titled "*Affidavit of Lawful Presence by Person Receiving Services*" should be used.
2. If the person executing this form is a citizen of the United States then that person should check the box to the left of the statement, "*I am a citizen of the United States.*" If the person executing this form is not a citizen of the United States but is an approved alien under the federal Immigration and Nationality Act and is lawfully present in the United States then that person should check the box to the left of the statement, "*I am an approved alien under the federal Immigration and Nationality Act and am approved to be present in the United States.*"
3. Provide the identification number in the space provided after "*Admission/Registration #*" and check the box to the left of the authorizing document type.
4. In the space after the word "Date" the person executing this form should write today's date. The person executing this form should indicate the city and state where they are actually located when they sign this form in the space provided for signature and printname in space provided. If applying for a renewal, write the license, permit, or certificate number in the space provided.
5. Within the context of the execution of this form, the term "penalty of perjury" means the willful assertion of the fact of either United States citizenship or lawful presence in the United States as a qualified alien, and made upon one's oath or affirmation and knowing such assertion to be false. Making such a willful assertion on this form knowing it to be false is a crime in Oklahoma and may be punishable by a term of incarceration of not more than five (5) years in prison. Additionally, one who procures another to commit perjury is guilty of the crime of subornation of perjury and may be punished in the same manner, as he would be if personally guilty of the perjury so procured.