

OKLAHOMA BOARD OF NURSING  
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Oklahoma City, OK 73105  
(405) 962-1800  
<http://www.oklahoma.gov/nursing>

**Fingerprint Criminal Background Checks**  
**Frequently Asked Questions**

**1. Why do I have to be fingerprinted?**

- a. Effective January 1, 2013, the Oklahoma Board of Nursing requires through law (59 O.S. §§567.18.B., 567.5.B.3, 567.5a.B,C, 567.6.B.3., and 567.6a.B.3.) Registered Nurse (RN)/Licensed Practical Nurse (LPN) applicants for licensure by exam or endorsement, applicants for Advanced Unlicensed Assistant (AUA) certification, Advanced Practice Registered Nurse, and Multistate License to have a fingerprint-based background checks conducted prior to being licensed in Oklahoma. This law supports the mission of the Board of Nursing, public protection through nursing regulation.

**2. Why fingerprints?**

- a. Fingerprint-based background checks offer a greater degree of accuracy for comparison to criminal history record databases housed by state and federal law enforcement.

**3. What does the background check look for?**

- a. The background check consists of fingerprint-based searches of the Oklahoma State Bureau of Investigation (OSBI) and Federal Bureau of Investigation (FBI) Criminal History Record Information databases and name index searches of computerized databases. These databases contain criminal history records.

**4. How do I initiate the criminal background check?**

- a. Upon completion of an application requiring a fingerprint-based background check the applicant will receive a message in the message center via the nurse portal account.
- b. The message will contain complete instructions for obtaining and completing the fingerprint-based background check.
- c. Additional questions and concerns may be directed to the Licensing Specialist at (405) 962-1843.

**5. What forms of identification are required when obtaining fingerprint criminal background checks?**

- a. Current government-issued photo identification is required by the printing site when obtaining a fingerprint criminal background check.
- b. If your photo ID has expired, you will need to renew it before you can be fingerprinted.
- c. If you have not yet had a chance to obtain an Oklahoma Driver's license, you may use an out-of-state driver's license as long as it is still valid.

**6. How much will it cost me to be fingerprinted?**

- a. Fingerprint Criminal Background Check will cost \$51.25. Payments are made to the vendor, via e-check, VISA, MasterCard, company check or business account as directed by the vendor.
- b. If you live out of state and take the appropriate fingerprint card to an out-of-state law enforcement agency for fingerprint collection, the collecting agency may charge an additional fee for collection.

**7. How long does it take for results to come back?**

- a. The period of time it takes for results to be sent to the Oklahoma Board of Nursing varies. Digital fingerprint results take an average of 3-5 business days to be received by the Board and hard fingerprint card results take an average of 4 weeks to be received.

**8. What should I do if I am notified that there was a finding on my fingerprint criminal background check, and I do not agree?**

- a. Processes for review of and challenge of findings of the fingerprint criminal background check exist. The applicant may contact the License Specialist at 1-405-962-1843 to schedule an appointment to review the fingerprint report on site.
- b. The applicant may challenge the findings through the OSBI for state findings and the FBI for national criminal background check findings. The Board of Nursing will provide information as to how to initiate the challenge process at the time of report review.

- 9. If I know at the time of application that I have a criminal history record, what should I do?**
- a. In addition to the background check, applicants for licensure are required to notify the Oklahoma Board of Nursing, in writing, specific information related to criminal charges and/or convictions, investigations, disciplinary actions, and/or judicial declaration of mental competence. A “report in writing” means that the applicant/licensee provided a description stating in his/her own words the date, location, and circumstances of the incident, and if applicable, the resulting action taken by the court, agency, or disciplinary board. The report should be in the form of a statement in the provided space on the application. Certified court records or a board order, as applicable, must be uploaded during the application process. A verbal report does not constitute a “report in writing”. A written report not accompanied by a full set of certified court records, or the board order(s) does not constitute a “report in writing”. Failure to report such action is a violation of the Oklahoma Nursing Practice Act.
- 10. If I have a positive national fingerprint criminal background check, how long will it take to gain approval to be licensed or certified?**
- a. The length of time to process applications of applicants with positive fingerprint criminal background checks varies. Each occurrence is processed individually dependent upon the finding, documents made available and the nature of the offense.
- b. Submission of requested documents does not guarantee approval to test or to be licensed.
- 11. I have received notification that my fingerprints were rejected. What do I do now?**
- a. If you have been notified that your fingerprints were rejected, you will need to be fingerprinted again and will need to schedule another appointment. Please follow the instructions provided to you in the message center through the nurse portal account when you completed the application.