

**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. Do NOT Complete fingerprint cards prior to being fingerprinted. Upon arriving at an authorized fingerprinting agency you will be instructed on how to proceed. Some offices offer digital fingerprinting and the descriptor information is taken from your driver's license. When writing the information on the cards print legibly in black or blue ink or typed. (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)
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. **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. Please refer to the green checklist for the correct fee. Make checks payable to the Iowa Board of Nursing.
5. **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 AND FEE ARE RECEIVED.

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