ARKANSAS and FBI CRIMINAL BACKGROUND CHECK INSTRUCTIONS

GENERAL INFORMATION

- Arkansas law requires criminal background checks.
- State and federal criminal background check is required if they are not already on file with Arkansas State Board of Nursing (ASBN) within the last 12 months of application.
- Background checks from other agencies are not accepted.
- Fees associated with conduction of the state and federal criminal background checks are at the applicant’s expense and are paid within the online system. A fee of $36.25, in addition to a processing fee, is required to process the state and federal criminal background checks.

FEES ARE NONREFUNDABLE.

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

ARKANSAS STATUTE

If an applicant has pleaded guilty or nolo contendere to or found guilty of any offense listed in ACA § 17-3-102, he/she is not eligible for Arkansas licensure. (ACA § 17-3-102 provides the applicant an opportunity to request a waiver of eligibility criteria related to a criminal background in certain circumstances).

ARKANSAS STATE POLICE CRIMINAL BACKGROUND CHECK

The State Criminal Background Check information is obtained within the online process; no additional form is completed or submitted to Arkansas State Board of Nursing or the Arkansas State Police.

FEDERAL CRIMINAL BACKGROUND CHECK

The Federal Criminal Background Check requires that your fingerprints are used to check the criminal history records of the Federal Bureau of Investigation (FBI). Fingerprint information is obtained in one of two ways, either by Arkansas Live Scan fingerprint scanning or Ink based fingerprint card. Refer to the respective instructions contained herein.
Arkansas State Board of Nursing

Federal Criminal Background Check

Arkansas Live Scan Fingerprint Scanning Instructions

ASBN has approved Arkansas Live Scan as the **ONLY** vendor for our agency that can conduct digital scanning of fingerprints for Federal Criminal Background Checks. Obtaining fingerprints via Arkansas Live Scan is not mandatory. However, it is a wonderful option with significant benefits, such as:

- Considerably faster return of results - typically within a week as compared to 4-6 weeks or longer with ink based fingerprinting;
- High quality fingerprints ensure accuracy and minimize mistakes; and
- Efficient images with no messy ink process; **no fingerprint card is required.**

**CONTACT INFORMATION**

2. Email: Prints@ArkansasLiveScan.com
3. Phone: 888.292.4211  Dial Ext 6
4. Live Scan Administrator Direct Number: 479.459.6899

**Location Addresses**

1. 1402 Arapaho, Springdale, AR 72764  (Inside Farmers Insurance Building)
2. 1804 S. C St., Fort Smith, AR 72901
3. 3901 McCain Park Dr., Suite 110 North Little Rock, AR 72116
4. 216 Olive St., Room 212, Texarkana, AR 71854
5. 3405 One Place, Jonesboro, AR 72404

6. The mobile unit is available for on-site testing. Reserved for groups greater than 25 students, but requests can be handled on individual basis, so call. * Depending upon customer needs and demand Arkansas Live Scan will accommodate request of service outside normal business hours when needed.

**INSTRUCTIONS**

In order to have fingerprints obtained via Arkansas Live Scan note the following:

1. **Submit application**
   - Licensure Examination or Endorsement applicants should submit an ASBN application through their nurse portal account. Pay the respective application and temporary permit (as applicable) fees.

2. **Submit criminal background checks**
   - Licensure Examination or Endorsement applicants must submit request for criminal background checks (CBC) and pay associated fee through a separate system. Request CBC by accessing [www.arsbn.org](http://www.arsbn.org). Click on the blue Criminal Background Checks box. Complete information. Print payment summary/receipt.
   - If an individual is not submitting an electronic licensure application, request completion of CBC as described above.

3. **Obtain fingerprints**
   - Each applicant must take the Payment Summary form (reflecting payment of CBC fee) and photo ID to the site (**no fingerprint card is needed**).
   - There is an additional $15.00 fee that each applicant pays to Arkansas Live Scan when having a live scan conducted. **FEES ARE NONREFUNDABLE**
   - The applicant and fingerprint technician will complete a Harvester Fingerprint Form.
   - Arkansas Live Scan will electronically submit the Harvester Fingerprint Form to ASBN.
   - Arkansas Live Scan electronically submits fingerprints.

Applicants may check for any communications from ASBN by accessing the message center through their personal nurse portal account.

**End of Arkansas Live Scan Fingerprint Scanning Instructions**
Arkansas State Board of Nursing
Federal Criminal Background Check
Arkansas Ink Based Fingerprint Card Instructions

INSTRUCTIONS
To have your fingerprints obtained via the ink based option you **MUST** use the fingerprint card provided by the ASBN. Legibly complete the fingerprint card accurately and follow detailed instructions identified herein. An incomplete card will delay processing. ASBN typically receives results in 4 – 6 weeks; at times it may be longer.

1. **Submit application**
   - Licensure Examination or Endorsement applicants should submit an ASBN application through their nurse portal account. Pay the respective application and temporary permit (as applicable) fees and **print the payment summary**.

2. **Submit criminal background checks**
   - Licensure Examination or Endorsement applicants must submit request for criminal background checks (CBC) and pay associated fee through a separate system. Request CBC by accessing [www.arsbn.org](http://www.arsbn.org). Click on the blue Criminal Background Checks box. Complete information. Print payment summary/receipt.
   - If an individual is not submitting an electronic licensure application, request completion of CBC as described above.

3. **Obtain the fingerprint card**
   - **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 within the online system.**
   - **DO NOT BEND OR FOLD THE FINGERPRINT CARD.**

4. **Complete Fingerprint card**
   - Legibly complete the fingerprint card accurately and follow instructions identified herein. An incomplete card will delay processing. **BE SURE ALL BOXES ARE COMPLETED PER INSTRUCTIONS.**
   - The Fingerprint Card CANNOT be submitted before completion of the online application. There is a specific INA Search ID number that is made available to an applicant on the Payment Summary page.
   - **The following boxes MUST be completed on the fingerprint card** (type or print, **black ink only**). Refer to example of completed fingerprint card.
   - 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 (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
     - Eyes: BLU=Blue; BRO=Brown; BLK=Black; GRY=Gray; GRN=Green; HAZ=Hazel; MAR=Maroon; PINK=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 (Should read Arkansas 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
5. Obtain fingerprints

- Prepare to have your fingerprints conducted by obtaining a 9 x 12 brown mailing envelope and the two-page Fingerprint Verification Form contained herein. Even if you are having your fingerprints conducted at the Arkansas State Police ID Bureau you will need the envelope and Fingerprint Verification Form.
- Have fingerprints obtained by properly trained personnel.
  - Local police or sheriff’s department may provide this service. There may be a fee involved.
  - Note: Remember you will need a 9 x 12 brown mailing envelope and the two-page Fingerprint Verification Form.
  - The Arkansas State Police ID Bureau in Little Rock on Geyer Springs Road at I-30 collects fingerprints without charge Monday - Friday, 8:00 a.m. - 4:30 p.m.
- Common errors that delay the processing of the FBI federal criminal background check fingerprint card include submission of an incomplete FBI fingerprint card and poor quality of fingerprints.
  - DO NOT BEND OR FOLD THE FINGERPRINT CARD.
- The fingerprint technician and you will complete the Fingerprint Verification Form included herein.
  - Sign on page 2.
  - This form is still required if fingerprints are conducted at the Arkansas State Police.
  - Fingerprint technician places completed fingerprint card and Fingerprint Verification Form inside the 9 x 12 brown mailing envelope, seals the envelope, writes their name across the seal and returns the envelope to you.
  - Do not open the envelope.

6. Submit the Fingerprint Card

- Follow the instructions for mailing the fingerprint card to the Arkansas State Board of Nursing herein.
- Mail the sealed envelope that contains the completed fingerprint card and Fingerprint Verification Form to: Arkansas State Board of Nursing, 1123 S. University, #800, Little Rock, AR 72204

Note: Do NOT submit the Fingerprint card to the ASBN before completion of the online application. There is a specific Search ID number that is made available on the Payment Summary page from the Criminal Background Check system.

Applicants may check for any communications from ASBN by accessing the message center in their nurse portal account.

Example of Completed Ink Based Fingerprint Card

Print the INA Search ID number
IMPORTANT: After submitting request for CBCs, 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 Board of Nursing. 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”. The INA Search ID number is also located in the Arkansas GovPay Receipt that you received via email.

End of Arkansas Ink Based Fingerprint Card Instructions

RECORD CHALLENGE

If you elect to challenge the accuracy of the criminal history record information, you may do so by contacting the respective agency below, and it must be done prior to issuance or reinstatement of license. Applicant privacy rights are included herein.

For a copy of an Arkansas criminal history record:
Contact Arkansas Crime Information Center (ACIC) at 501.682.7444 or Arkansas State Police at 501.618.8000.

For a copy of an FBI criminal history record:
Contact U. S. Department of Justice Order rules allow the subject of an FBI record to request a copy of his/her own record. The FBI website for information about record review and challenge: