



Minimum Requirements for a Temporary License When Applying at Board Office

IMPORTANT NOTICE: Effective Monday, August 10, 2009, the Board of Registered Nursing (BRN) will not issue a Temporary License until the processing of fingerprints is completed by the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) and the BRN has been notified of the results.

1. **APPLICATION** – Completed Application for Licensure by Endorsement including a U.S. Social Security Number, the request for a Temporary License and a recent 2” x 2” passport-type photograph.
2. **APPROPRIATE FEES** – Check or money order in U.S. currency. Cash transactions require exact change.
3. **FINGERPRINTS** – Prior to applying at the Board office, fingerprints (Fingerprint Card or Live Scan) must be submitted to the Board. Additionally, before a Temporary License can be issued, fingerprint results from the DOJ and the FBI must be received and processed by the Board.
4. **VERIFICATION OF LICENSE** – Proof of clear and active RN license from state of endorsement submitted via: sealed envelope from State Board of Nursing **or** Nursys® verification system. *(Allow 7-10 working days for receipt)*
5. **CANADIAN GRADUATES** – If you passed the five-part Canadian examination and were licensed in Canada prior to 1980, you will need to provide verification of your clear and active license from your Canadian province.
6. **OUT-OF-COUNTRY EDUCATION:**
 - You are required to provide verification of license from the state where you passed the National Council Licensure Examination (NCLEX) or State Board Test Pool Examination (SBTPE), as well as from your current state of licensure, if they are different.
 - Prior to applying at the Board office, you must submit **official transcripts which include all completed coursework, the degree awarded and date conferred.** Transcripts must be reviewed and approved prior to the issuance of a Temporary License. Transcripts **are not accepted** from applicants or if stamped “issued to student.” Transcripts are required from **all colleges** you attended that reflect courses required for a degree in nursing, including general education course requirements and all nursing courses.

Additional Notes:

- Prior convictions or disciplinary actions may delay the issuance of a Temporary License.
- If you mailed your endorsement application and Temporary License request to the BRN and you now wish to obtain a Temporary License at the BRN office, please be advised that the BRN must receive and process the fingerprint results from the DOJ and the FBI prior to issuance of the Temporary License.
- Overnight and priority mail do not receive expedited service at the Board. All mail is taken in order of date received.
- Prior to applying at the Board office, please contact the BRN prior to travel to verify that all minimum requirements have been completed.