



BOARD OF REGISTERED NURSING
PO Box 944210, Sacramento, CA 94244-2100
P (916) 322-3350 F (916) 574-8637 | www.rn.ca.gov

License Discipline / Conviction Certification

If your license is being HELD due to a failure to respond to the license discipline / conviction question on the renewal application form, complete and submit this form as instructed.

Form with fields for Full Name, License No, Mailing Address, City, State, Zip, Phone Number, Email address, and sections 1 and 2 for license discipline and certification.

Return this letter to the Board of Registered Nursing, Attn: Renewals Unit, P.O. Box 944210, Sacramento, CA 94244-2100 or fax to (916) 574-7699 as soon as possible. IF YOUR LICENSE HAS EXPIRED, YOU MAY NOT ENGAGE IN ANY PRACTICE WHERE A VALID AND ACTIVE LICENSE ISSUED BY THE BOARD IS REQUIRED UNTIL THIS FORM IS COMPLETED AND RETURNED.

\*\*\*IMPORTANT\*\*\*

You must respond "YES" if you have had any license disciplined by a government agency or other disciplinary body; or a conviction(s) whether a misdemeanor, felony, or infraction over \$1,000 or involving alcohol or a controlled substance.

- 1. A detailed written explanation describing the circumstances and events that led to your license discipline, arrest(s) and conviction(s).
2. Documents relating to your license discipline or disciplinary actions taken against any other license by a government agency or disciplinary body.
3. Certified documents relating to the arrest, such as: police report, arrest report, booking report, complaint, citation or ticket.
4. Certified Court documents, such as: Notice of Charges, Complaint, or Indictment; Plea Agreement, Sentencing Order, Probation Order, or Judgment; Dismissal, Probation Release, or Court Discharge.
5. Related mitigating evidence or evidence of rehabilitation.

Please provide the requested documentation to the address above within 30 days from the date of receipt of this letter. Be sure to include your license number on any correspondence with the Board.