



Board of Registered Nursing
 1747 North Market Blvd, Suite 150 Sacramento CA, 95834
 P: 916-322-3350 F (916) 574-7697 rn.ca.gov

INSTRUCTIONS FOR COMPLETING A FINGERPRINT CARD

Applicants or licensees must complete all items which are marked by a black “X” on the fingerprint card. To facilitate prompt and accurate processing of the fingerprint card by the DOJ and FBI, type or print legibly in black ink all requested information on the fingerprint card. If any color other than black is used, the fingerprint card may be rejected, and another fingerprint card will have to be completed and submitted.

Use the abbreviations listed below for the physical description items:

<u>Height (HGT)</u> –	Express in feet and inches. Do not use fractions of an inch; round off the nearest increments. Do not use the metric system. Correct example: 5’9”.			
<u>Weight (WGT)</u> –	Express in pounds. Do not use fractions of a pound; round off to the nearest pound. Do not use the metric system. Correct example: 139 lbs.			
<u>Color of EYES</u> –	Black	BLK	Gray	GRY
	Blue	BLU	Green	GRN
	Brown	BRN	Hazel	HZL
<u>Color of HAIR</u> -	Bald	BAL	Gray	GRY
	Black	BLK	Red/ Auburn	RED
	Blonde	BLN	Sandy	SDY
	Brown	BRN	White	WHI

Each applicant or licensee must have his/her fingerprints imprinted only in black ink on fingerprint card. Fingerprints must be taken at an authorized fingerprint location. There may be a rolling fee for this service. Please do not fold the fingerprint card. Please use a 9” X 12” envelope to return your completed fingerprint card with fee. Write “DO NOT FOLD” on the envelope. If your card is folded, you may be required to complete and submit a new fingerprint card.

The current fingerprint processing fee for DOJ and FBI is \$49.00 and is payable to the “California Board of Registered Nursing” by check or money order. Failure to include the required fee will cause significant delays in the Board submitting hard cards to the DOJ. This processing fee is not refundable and is subject to change by the DOJ and FBI without notice. Please mail your completed card, and fee if applicable, to:

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PLEASE NOTE: WHEN USING FINGERPRINT CARDS, IT CAN TAKE THE BOARD OF REGISTERED NURSING 45 DAYS OR MORE TO RECEIVE RESULTS FROM THE DEPARTMENT OF JUSTICE AND FBI.