

OKLAHOMA BOARD OF NURSING  
2915 N. Classen Boulevard, Suite 524  
Oklahoma City, OK 73106  
(405) 962-1800  
[www.ok.gov/nursing](http://www.ok.gov/nursing)

**Fingerprint Criminal Background Checks**  
**Frequently Asked Questions**

- 1. Why do I have to be fingerprinted?**
  - a. Effective January 1, 2013, the Oklahoma Board of Nursing requires through law (59 O.S. 567.18.B.) Registered Nurse (RN)/Licensed Practical Nurse (LPN) applicants for licensure by exam or endorsement and applicants for Advanced Unlicensed Assistant (AUA) certification to have a fingerprint-based background checks conducted prior to being licensed in Oklahoma. This law supports the mission of the Board of Nursing in protecting the public through safe nursing practice.
  
- 2. Why fingerprints?**
  - a. Fingerprint-based background checks offer a greater degree of accuracy for comparison to criminal history record databases housed by state and federal law enforcement. Fingerprints are difficult to counterfeit.
  
- 3. What does the background check look for?**
  - a. The background check consists of fingerprint-based searches of the Oklahoma State Bureau of Investigation (OSBI) and Federal Bureau of Investigation (FBI) Criminal History Record Information databases and name index searches of computerized databases. These databases contain criminal history records.
  
- 4. How do I initiate the criminal background check?**
  - a. Instructions for having a criminal background check will be included on the licensure/certification application.
  
  - b. The Oklahoma Board of Nursing will provide the applicant with online access information to L-1 Enrollment Services/MorphoTrust (vendor conducting the fingerprint criminal background checks) and the Originating Agency Identifier (ORI number) for the Board of Nursing in the application instructions. The ORI number is specific to the Oklahoma Board of Nursing and tells the Oklahoma State Bureau of Investigations (OSBI) and the Federal Bureau of Investigations (FBI) conducting the background check which agency is to receive the results. Results of the fingerprint check are provided via secure electronic transmission to the agency requiring the fingerprints. The Oklahoma Board of Nursing is not

allowed by OSBI and FBI statutes/rules to share the results of the background check with any other person or entity.

- c. L-1 Enrollment Services provides 24-hour/7 days a week online accessibility for applicants to schedule an appointment at the site most convenient for the applicant. You may access the website at <http://www.l1enrollment.com>. Walk-ins are not accepted at this time. If the applicant does not have access to a computer, applicants may contact L-1 Enrollment Services Monday through Friday from 8 a.m. to 5 p.m. at 1-877-219-0197 for scheduling assistance.
- d. L1/MorphoTrust/MorphoTrust has sites across Oklahoma usually within 50 miles of every nursing program. The hours of the testing sites are also noted on the L-1 Enrollment Services website at <http://www.l1enrollment.com>.
- e. Out of state applicants: All applicants living out-of-state will receive fingerprint cards at the address provided on your application. The fingerprint card has the Board of Nursing's ORI number preprinted on it and should be the only one used for collection of your fingerprints. Whether you reside in the State of Oklahoma or live out-of-state, it is recommended that you have your fingerprints taken digitally at one of the locations within the State of Oklahoma. Digital fingerprints cannot cross state-lines, so if you are unable to have your fingerprints collected digitally in Oklahoma, you may take the cards to a local law enforcement agency to have your prints collected. A pre-addressed envelope will be included in the mailing so that the law enforcement staff of the agency where the prints are collected can forward it to L-1 Enrollment/MorphoTrust. NOTE: The local law enforcement agency collecting the prints may request an additional fee for collection of your fingerprints.
- f. The applicant shall complete the fingerprint background check prior to being approved to take the PN/RN NCLEX exam and AUA certification exam. Applications without a fingerprint criminal background check will be incomplete. An incomplete application is valid for only 12 months.
- g. In accordance with 59 O.S. § 567.15, the Board may issue a temporary license to a nurse from other states upon proper application stating the purpose of said license and meeting specified requirements, provided no temporary license may be issued for more than ninety (90) days. Effective January 1, 2013, fingerprint images must be submitted prior to issuing a temporary license.
- h. Fingerprint criminal background check results shall not be greater than 90 days old from the date the application is received.

- 5. What forms of identification are required when obtaining fingerprint criminal background checks?**
- Current government-issued photo identification is required by the testing site when obtaining a fingerprint criminal background check.
  - If your photo ID has expired, you will need to renew it before you can be fingerprinted.
  - If you have not yet had a chance to obtain an Oklahoma Driver's license, you may use an out-of-state driver's license as long as it is still valid.
- 6. I was recently fingerprinted for school or employment. Now I'm applying to take the NCLEX exam through the Oklahoma Board of Nursing and being told that I must be fingerprinted again. Can't I just use my fingerprints from before?**
- Because of OSBI and FBI statutes/rules, you must undergo a new fingerprint-based background check for each agency that requires you to do so. L-1 does not store your fingerprints to be used at a later date.
- 7. How much will it cost me to be fingerprinted?**
- Fingerprint Criminal Background Check will cost \$53.00. Payments are made to the vendor, L-1 Enrollment Services, via e-check, VISA, MasterCard, company check or business account as directed by the vendor.
  - If you live out of state and take the appropriate fingerprint card to an out-of-state law enforcement agency for fingerprint collection, the collecting agency may charge an additional fee for collection.
- 8. How long does it take for results to come back? Will they come to me?**
- The period of time it takes for results to be sent to the Oklahoma Board of Nursing varies. Fingerprints are not received at the Board of Nursing; however, the results of the fingerprint criminal background check are received by the Oklahoma Board of Nursing, not by the applicant. Digital fingerprint results take an average of 10 business days to be received by the Board and hard fingerprint card results take an average of 4 weeks to be received.
- 9. What should I do if I am notified that there was a finding on my fingerprint criminal background check, and I do not agree?**
- Processes for review of and challenge of findings of the fingerprint criminal background check exist. The applicant may contact the Oklahoma Board of Nursing at 1-405-962-1843 to schedule an appointment to review the fingerprint report on-site.

- b. The applicant may challenge the findings through the OSBI for state findings and the FBI for national criminal background check findings. The Board of Nursing will provide information as to how to initiate the challenge process at the time of report review.

**10. If I know at the time of application that I have a criminal history record, what should I do?**

- a. Applicants for licensure/certification who have ever been summoned, arrested, taken into custody, indicted, convicted or tried for, or charged with, or pleaded guilty to, the violation of any law or ordinance or the commission of any misdemeanor or felony, or requested to appear before any prosecuting attorney or investigative agency in any matter; **or** have ever had disciplinary action taken against another health-related license, recognition, or certification; **or** have ever been judicially declared incompetent are required to answer the question correctly and to provide a report in writing to the Oklahoma Board of Nursing. A “report in writing” means that the applicant/licensee provided a signed and dated description stating in his/her own words the date, location, and circumstances of the incident, and if applicable, the resulting action taken by the court, agency, or disciplinary board. The report may be in the form of a letter or a statement in the provided space on the application. The report must be accompanied by certified court records or a board order. A verbal report does not constitute a “report in writing”. A written report not accompanied by a full set of certified court records or the board order(s) does not constitute a “report in writing”. Failure to report such action is a violation of the *Oklahoma Nursing Practice Act*.

**11. If I have a positive national fingerprint criminal background check, how long will it take to gain approval to be licensed or certified?**

- a. The length of time to process applications of applicants with positive fingerprint criminal background checks varies. Each occurrence is processed individually dependent upon the finding, documents made available and the nature of the offense.
- b. Submission of requested documents does not guarantee approval to test or to be licensed.

**12. I have received notification from L1/MorphoTrust that my fingerprints were rejected. What do I do now?**

- a. If you have been notified by L1/MorphoTrust that your fingerprints were rejected, you will need to be fingerprinted again and will need to schedule another appointment through L1/MorphoTrust. Please contact L1/MorphoTrust at 877-219-0197 for further instructions.

**13. I failed my NCLEX exam or certification exam. Do I need to submit another fingerprint card with my new application?**

- a. Your fingerprint check is good for ninety (90) days. If you do not submit a rewrite application within ninety (90) days, your fingerprints must be re-collected.

**14. I requested fingerprint cards from the Board of Nursing and they were bent in the mail. Can I still use the cards?**

- a. No. The fingerprint cards cannot be processed if they have been bent. Contact the Oklahoma Board of Nursing at 1-405-962-1800 to request other cards.

**15. Whom should I contact at the Board of Nursing if I have additional questions regarding the national fingerprint criminal background check?**

- a. Should further questions related to conviction and arrest exist, please contact the Board of Nursing Licensing Analyst at 1-405-962-1800.