

Arizona RN License by Endorsement Process – Step by Step

1.) Submit Verification of License for original state

- a. If the state of licensure is a Nursys participant, order the verification using the following site --- **recommended**
 - i. <https://www.nursys.com/NLV/NLVTerms.aspx>
 - ii. **Verification Cost - \$30 – pay online via Nursys**
- b. If the state does not participate in Nursys verifications (PA or CA-LPN), you must request verification online directly from your state

2.) Complete and Submit the Arizona RN Application for Licensure by Endorsement Online

- a. Visit the following website and enter your information to apply
 - i. <https://azbn.boardsofnursing.org/azbn/> ← **Click here to begin the application**
- b. Select the appropriate professional board and begin the application

SECTIONS TO NOTE

- Upload Citizenship documentation → Examples: Driver's License, Passport, etc
 - o <https://www.azbn.gov/licenses-and-certifications/citizenship-and-alien-status>
- Name Change Documentation if applicable
- Request a Temporary License
- Must Provide a minimum of 960 practice hours and/or six months of nursing employment (if the program was completed more than 5 years ago)
- **Pay \$150** and Submit application

3.) Criminal Background Check – Arizona Fingerprints

- a. You Must complete fingerprints specifically for the Arizona Board of Nursing. You may NOT use fingerprints from a previous agency or service
- b. Obtain the FD-258 Blue and White Fingerprint Card
 - i. Obtain from your local law enforcement agency when you visit Or Request 2 cards from Advantis Medical
- c. Visit your local law enforcement agency – You may make an appointment online in some jurisdictions
- d. Complete 2 fingerprint Cards & Submit the Fingerprints in a large envelope to the address at the end of this document
- e. ****LIVE SCAN** You can use this to complete fingerprints ONLY if you are in AZ**
 - i. <https://azbn.gov/licenses-and-certifications/electronic-fingerprint-instructions>
Click Above for Guidance
- f. Arizona charges **\$50 for fingerprint Fees**

Mailing Address

Arizona State Board of Nursing

1740 W Adams St, Ste 2000

Phoenix, AZ 85007

Ph: (602) 771-7800

Fees

All fees must be in U.S. dollars and are non-refundable.

Application Fee: \$150.00

Fingerprint Processing Fee: \$28.00

Background Check DPS Fee: \$22.00

Temporary License Fee: \$50.00 (Optional)

Optional Temporary License

Applicants must meet the following requirements for a temporary license:

1. Provide a minimum of 960 practice hours and/or 6 months of nursing employment
Meet educational requirements
2. Do not have a criminal history, a history of disciplinary action by a regulatory agency, a pending complaint before the Board, or affirmative answers to any criminal background or disciplinary question in the application
3. Does not have a history of disciplinary actions or felonies
4. Does not have any disciplinary eligibility questions for review
5. Submission of lawful presence or citizenship in the United States with a government issued photo identification
6. Submission of a fingerprint card
7. Request for a temporary license
8. Submission of temporary license fee