

**MONTANA BOARD OF NURSING**  
**PO Box 200513, Helena, MT 59620-0513 (Mailing address)**  
**301 S Park Ave, 4<sup>th</sup> Floor, Helena, MT 59601 (Physical address)**  
**EMAIL: [nurse@mt.gov](mailto:nurse@mt.gov) WEBSITE: [nurse.mt.gov](http://nurse.mt.gov)**  
**ONLINE APPLICATION PORTAL: [ebiz.mt.gov/pol](http://ebiz.mt.gov/pol)**

### **INSTRUCTIONS FOR RN/LPN LICENSURE BY EXAMINATION**

**\*If your primary state of residence is *not* Montana but another compact state, you must obtain licensure through the other [Compact](#) state (you cannot apply for RN/LPN licensure in Montana), unless you do not hold a multistate privilege to practice through the other Compact state.\***

#### **FEES**

- Licensure by Examination fee is \$100.00 (if you are requesting a temporary permit, please include an additional \$25.00).
- Fees are payable to the Montana Board of Nursing by check, money order, or cashier's check.
- Please enclose your payment with your application.
- All application fees are NON-REFUNDABLE and must be received with your application to insure proper processing.
- Submission of fees and application does not ensure issuance of a license.

#### **EDUCATION REQUIREMENTS**

- Applicants shall have completed all education requirements of an approved nursing education program [[37-8-405](#) and [37-8-415](#), MCA].
- It is the applicant's responsibility to ensure that official transcripts, showing the degree awarded and date conferred, are sent directly from the education institution to the Montana Board of Nursing. Electronic transcripts may be sent by your educational institution to [dlibsdlhelp@mt.gov](mailto:dlibsdlhelp@mt.gov).

#### **INTERNATIONALLY EDUCATED APPLICANTS**

- Complete all standard application requirements.
- Results of a credentials review by a credentials review agency or another board of nursing that verifies the equivalency of the international LPN/RN education program to LPN/RN education programs in the United States sent directly to the Board office. See the Board website for details on which credential review agencies are acceptable.
- Refer to Board of Nursing rules ARM [24.159.1029](#) (LPN) and [24.159.1229](#) (RN) to further clarify requirements.

#### **EXAMINATION INFORMATION**

- Applicants must register with Pearson VUE at <https://portal.ncsbn.org/>
- When the Board office has received an application and all supporting documentation, applicants will be made eligible to test and receive an authorization to test (ATT) notification from Pearson VUE.
- All applicants must pass the National Council Licensure Examination (NCLEX) prior to licensure.
- When the Board office receives the applicant's test results from Pearson VUE, the applicant will be issued a license if a passing score, or given a Candidate Performance Report (CPR) if a failing score. Please wait 10-14 days for results after completing the NCLEX.
- Applicants must wait 45 days between test dates to retake the NCLEX.
- Reasonable accommodations may be granted by the Board of Nursing if requested *prior* to eligibility to test is granted. Please follow the [process for requesting an accommodation](#), found on the Board website under License Information, then choose RN or LPN as appropriate.

### **FINGERPRINT/BACKGROUND CHECK PROCESS**

- Applicants shall submit fingerprints to Montana Department of Justice following the instructions on p. 12-14 of this application packet.
- Instructions can also be found on the Board website ([nurse.mt.gov](http://nurse.mt.gov)) under Forms.

### **NURSE LICENSURE COMPACT** (see ARM [24.159.502](http://leg.mt.gov/legpublic/read.do?id=62453) or <https://www.ncsbn.org/nlcrules.htm> for more information)

- Montana Board of Nursing joined the Nurse Licensure Compact (NLC) in October 2015. The NLC is a mutual recognition model of nurse licensure that allows a nurse to have one license, issued by the state in which the nurse claims primary residence, and to practice in all states that have entered into the Compact without having individual licenses in each of the Compact states, so long as the nurse has the “multistate” license in the state of primary residence.
- To view a list of the states in the Compact or for more information regarding the Compact, go to <http://www.ncsbn.org/nurse-licensure-compact.htm>
- The NLC requires the nurse to adhere to the practice laws and rules of the state in which the nurse is delivering patient care in person or via telehealth means.
- The NLC is only for RN and LPN licensees.

### **TEMPORARY PERMITS** (if applicable, see ARM [24.159.1021](http://leg.mt.gov/legpublic/read.do?id=62453) and [24.159.1221](http://leg.mt.gov/legpublic/read.do?id=62453))

- Submit a completed Montana Board of Nursing examination application.
- Complete the temporary permit application (found on p. 15 or on the Board website under Forms).
- Pay the appropriate temporary permit fee.
- Register with Pearson VUE.
- Temporary permits are valid for a period of 90 days and may not be renewed or reissued.
- Not all applicants qualify for a temporary permit.

### **VERIFICATION OF LICENSURE (Proof of licensure from other states, if applicable)**

- The applicant is responsible for requesting official verification from their original state of nursing licensure and ALL professional licenses held, regardless of status.
  - Common new graduate professional licenses or certifications include CNA or EMT; expired or active, used or unused – if you have held one of these or a similar professional certification or license in another state, you will need to request verification be sent from that state agency to the Montana Board of Nursing.
- Photocopies of licenses do not qualify as official verification and should not be included with your application.

### **RENEWAL**

- All licenses expire on December 31 every two years.
- Renewal notices are mailed 45 days prior to the expiration date to your address of record. A change of address form is available at [nurse.mt.gov](http://nurse.mt.gov) at the top of the webpage.
- All RNs and LPNs licensed in Montana must maintain proof of 24 continuing education credits per two year licensing period.

### **NON-ROUTINE APPLICATIONS** (see ARM [24.159.403](http://leg.mt.gov/legpublic/read.do?id=62453))

- If the completed application is non-routine, there may be a delay in processing.
- The Board may request that you provide additional information and you may be requested to be available in person or by phone for the Board during a regularly scheduled Board meeting.
- An application and ALL supporting documentation must be received by the Board 15 business days prior to a scheduled Board meeting. Please refer to our website for Board meeting dates.

### **IMPORTANT INFORMATION FOR ALL APPLICANTS**

- It is critical to your licensure to not withhold any information regarding each question on the application.
- The applicant will be notified of any deficiencies in their application.
- The licensure status can be viewed at [Licensee Lookup](#) or within 24 hours of license issuance on nursys.com (Quick Confirm).
- It is the responsibility of the applicant to keep the Board office informed of any name changes, address changes, changes in licensure status, complaints or proposed disciplinary action against you in this or any other state. The change of address form is available at [nurse.mt.gov](#) under Quick Links.
- The practice of nursing in Montana is governed by the Board's Statutes and Administrative Rules. These are found at [nurse.mt.gov](#) under Regulations.

### **ILLEGIBLE AND INCOMPLETE APPLICATIONS WILL BE RETURNED.**

Application fees must be paid before your application can be reviewed. *When the Board has all necessary documentation, your application will be processed.* Incomplete applications expire 12 months from the date received by the Board of Nursing.

**NURSES ARE NOT PERMITTED TO PRACTICE NURSING IN MONTANA IN ANY MANNER WITHOUT AN ACTIVE MONTANA LICENSE OR MULTISTATE PRIVILEGE TO PRACTICE FROM ANOTHER COMPACT STATE.**

**APPLICATION FOLLOWS**

**MONTANA BOARD OF NURSING**  
**PO Box 200513, Helena, MT 59620-0513 (Mailing address)**  
**301 S Park Ave, 4<sup>th</sup> Floor, Helena, MT 59601 (Physical address)**  
**EMAIL: [nurse@mt.gov](mailto:nurse@mt.gov) WEBSITE: [nurse.mt.gov](http://nurse.mt.gov)**  
**ONLINE APPLICATION PORTAL: [ebiz.mt.gov/pol](http://ebiz.mt.gov/pol)**

**Application for Licensure by Examination as (check one):**

**Registered Nursing - \$100.00**

**Practical Nurse - \$100.00**

Allow 30 business days from the date the Board office has received all required documentation for processing a routine application, which includes being made eligible to test.

**PLEASE PRINT OR TYPE**

1. FULL NAME: \_\_\_\_\_  
First Middle Last
2. SOCIAL SECURITY NUMBER: \_\_\_\_\_ (if no SSN complete waiver on p. 12)
3. OTHER NAME(S) KNOWN BY (i.e. maiden name): \_\_\_\_\_
4. EMAIL ADDRESS: \_\_\_\_\_  
(Email is the Board's primary method of communication)
5. DATE OF BIRTH: \_\_\_\_\_
6. GENDER: Female Male
7. MAILING ADDRESS: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
8. TELEPHONE Home: \_\_\_\_\_ Mobile: \_\_\_\_\_
9. NURSE LICENSURE COMPACT DECLARATION: A primary state of residence is where you hold a Driver's License, pay taxes, or vote (or have declared on Military Form No. 2058).
  - 1) If your primary state of residence is Montana, you will be issued a license with a multistate privilege.
  - 2) If your primary state of residence is not Montana but another Compact state, you must obtain licensure with a multistate privilege through the other Compact state (you cannot apply for RN/LPN licensure in Montana) unless you are ineligible for multistate privilege.
  - 3) If your primary state of residence is not Montana but in a Non-Compact state (a state not participating in the Nurse Licensure Compact), you will be issued a license with a single state privilege.

Is Montana your primary state of residence? Yes No

Do you hold multistate privilege in another Compact state? Yes No

10. YOUR ETHNICITY:
- |                                  |                                    |
|----------------------------------|------------------------------------|
| American Indian or Alaska Native | Hawaiian or Other Pacific Islander |
| Asian                            | Other                              |
| Black/African American           | Prefer Not to Answer               |
| Hispanic/Latino Native           | White/Caucasian                    |

11. **NURSING EDUCATION**

International Education:      Yes      No      Country: \_\_\_\_\_  
 (If other than the United States)

School/Course Name: \_\_\_\_\_

Document Type:      Certificate      Diploma      Transcript

City: \_\_\_\_\_ State: \_\_\_\_\_

Type of degree or certificate earned:

Associate Degree      Baccalaureate Degree      Certificate      Diploma  
 Doctorate      Masters

Date of completion of approved nursing education program (MM/DD/YYYY): \_\_\_\_\_

12. **LICENSE VERIFICATION DOCUMENTS**

List any nursing licenses that you have previously held. Indicate below all professional licenses you hold or have ever held in another state/province/territory. Failure to list any past nursing licenses constitutes a falsification of your application and will result in a declined status of your application and/or disciplinary action.

State	Other Jurisdiction	License Type	License Number	Verification Requested	
				Yes	No
				Yes	No
				Yes	No

13. **PREVIOUS PROFESSIONAL LICENSURE**

Please only list professional and occupational licenses that have been issued to you from this agency. Do not include driver license, hunting license, etc.

Licensed in Montana?	License Type	License Number	State
Yes      No			
Yes      No			
Yes      No			

14. **NONCRIMINAL JUSTICE APPLICANT'S RIGHTS FORM**

I acknowledge that I have received a copy of the Applicant Rights & Consent to Fingerprint Notice and Procedure to Change, Correct, or Update Record, and Privacy Act Statement (pages 10-11 of this document) and that I consent to provide and use my fingerprints for the stated purpose.

Yes          No

**PERSONAL HISTORY QUESTIONS**

- *Please read the following questions carefully. Giving an incomplete or false answer is unprofessional conduct and may result in denial of your application or revocation of your license. See [37-1-105](#), MCA.*
- *You have a continuing duty to update the information you provide in your application and supplemental responses, including while your application is pending and after you are granted a license.*
- *Upon submittal of your application form, for every "yes" answer provided, you will receive a request for specific information or documents associated with the question. Your application is not complete until staff receive all information requested.*

- |     |  |     |    |
|-----|--|-----|----|
| 15. | Have you ever had any license, certificate, registration, or other privilege to serve as a volunteer or practice a profession denied, revoked, suspended, or restricted by a public or private local, state, federal, tribal, religious, or foreign authority? | Yes | No |
| 16. | Have you ever surrendered a credential like those listed in number 15, in connection with or to avoid action by a public or private local, state, federal, tribal, religious, or foreign authority?  | Yes | No |
| 17. | Have you ever resigned to avoid discipline, been suspended, or been terminated from a volunteer or employment position?  | Yes | No |
| 18. | Have you ever been required to participate in a behavioral modification or assistance program in lieu of suspension or termination from a volunteer or employment position?  | Yes | No |
| 19. | Have you ever withdrawn an application for any professional license?   | Yes | No |
| 20. | As of the date of this application, are you aware of any pending complaint, investigation, or disciplinary action related to any professional license you hold?  | Yes | No |
| 21. | Are you under a current order that remains unsatisfied (e.g., fines unpaid, probation not concluded, conditions unmet?)  | Yes | No |

**Note on Questions 22 and 23:** *Applicants who disclose medical, physiological, mental, or psychological conditions or chemical substance use in Question 22 or 23 may qualify for participation in the Montana Professional Assistance Program. Please visit the board website for more information about this program.*

*"Chemical substances" include alcohol, drugs, or medications, whether taken legally or illegally.*

- |     |   |     |    |
|-----|---|-----|----|
| 22. | Do you have any medical, physiological, mental, or psychological condition which in any way currently (within the last 6 months) impairs or limits your ability to practice your profession or occupation with reasonable skill and safety? | Yes | No |
| 23. | Do you currently (within the last 6 months) use one or more chemical substances in any way which impairs or limits your ability to practice your profession or occupation with reasonable skill and safety?                                 | Yes | No |

**The following information is provided for Question 24 below:**

*A criminal conviction may not automatically bar you from receiving a license. For more information about how a criminal conviction may impact your application, consult the board or program website.*

- |     |  |     |    |
|-----|--|-----|----|
| 24. | Have you ever been convicted, entered a plea of guilty, no contest, or a similar plea, or had prosecution or sentence deferred or suspended as an adult or “juvenile convicted as an adult” in any state, federal, tribal, or foreign jurisdiction?  | Yes | No |
| 25. | Are you now subject to criminal prosecution or pending criminal charges?   | Yes | No |
| 26. | Have you ever been disciplined, censured, expelled, denied membership or asked to resign from a professional society or organization?  | Yes | No |
| 27. | Have you ever had a civil judgment entered against you in a lawsuit for incompetence, negligence, or malpractice in practicing any profession?   | Yes | No |
| 28. | Have you ever been disqualified from working with children, elderly persons, mentally ill persons, or other vulnerable persons?  | Yes | No |
| 29. | Have you ever been placed on probation, restricted, reprimanded, suspended, revoked, resigned in lieu of action against you, or had other action taken against you by any hospital, clinic, health care facility, group medical practice, health maintenance organization, or third-party insurance provider, including Medicare and Medicaid? | Yes | No |
| 30. | Are you currently on an exclusion list by the Office of Inspector General (OIG) for the U.S. Department of Health and Human Services prohibiting you from working in a facility receiving federal funding?   | Yes | No |
| 31. | Has your authority to prescribe, dispense, or administer drugs, including controlled substances, ever been denied, restricted, suspended, or revoked?  | Yes | No |
| 32. | Have you ever voluntarily surrendered or had your U.S. Drug Enforcement Administration registration placed on probation, restricted, suspended, or revoked?  | Yes | No |

**DECLARATION**

I authorize the release of information concerning my education, training record, character, license history and competence to practice, by anyone who might possess such information, to the Montana Board of Nursing. I hereby declare under penalty of perjury the information included in my application to be true and complete to the best of my knowledge. In signing this application, I am aware that a false statement or evasive answer to any question may lead to denial of my application or subsequent revocation of licensure on ethical grounds.

I have read and will abide by the current licensure statutes and rules of the State of Montana governing the profession. I will abide by the current laws and rules that govern my practice.

Legal signature of applicant \_\_\_\_\_ Date \_\_\_\_\_



# Montana Department of LABOR & INDUSTRY

Business Standards Division

## CITIZENSHIP, ALIEN, AND IMMIGRATION STATUS

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 restricts professional license eligibility to individuals who qualify based on their citizenship, alien, or immigration status recognized by federal law. *See generally*, 8 USC § 1621. The Department of Labor & Industry requires all applicants for initial licensure to attest to the following questions under penalty of perjury:

### ATTESTATION

I \_\_\_\_\_, am applying for a  
Printed, Full Name of Applicant or Licensee

Montana license as a \_\_\_\_\_.

1. Are you a United States Citizen?      YES              NO

2. If you answered NO to question 1 above, are you (please check one of the following):

A “qualified alien” as defined in 8 USC § 1641. *See*, 8 USC §1621a (1).

A nonimmigrant under the Immigration and Nationality Act, 8 USC § 1101 et seq. *See*, 8 USC § 1621a (2).

A nonimmigrant whose visa for entry is related to such employment in the U.S. *See*, 8 USC § 1621c (2)(A).

A foreign national not physically present in the United States. *See*, 8 USC § 1621c (2)(C).

Other – Please provide detailed explanation: \_\_\_\_\_

I declare under penalty of perjury under Mont. Code Ann. §§ 1-6-105 and 45-7-201 that the foregoing ATTESTATION is true and correct. Providing a deliberate falsification is punishable by prison or fine under Mont. Code Ann. § 45-7-202. Providing false information is grounds for denial or summary suspension and revocation of a license, certification, registration or permit under Mont. Code Ann. § 37-1-316.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Address of Record

\_\_\_\_\_  
City                                      State/Province                                      Country                                      Postal Code





Montana Department of  
**LABOR & INDUSTRY**  
Business Standards Division

**SOCIAL SECURITY NUMBER**

Applicants for professional licenses must provide a U.S. Social Security Number (SSN), if they have one, to facilitate child support enforcement, see, 42 USC § 666(a)(13) and § 37-1-307, Mont. Code Ann. The Division is also required to use an SSN to report certain license types to the National Health Care Databank, see, 42 USC § 1320a – 7e and 45 CFR § 60.15. An SSN is not required to receive or renew a license. An applicant for initial application who does not have an SSN must complete the following:

**ATTESTATION**

I, \_\_\_\_\_ am applying for a  
Printed, Full Name of Applicant or Licensee

Montana license as a \_\_\_\_\_.

I have not been assigned a Social Security Number and am not required to have a Social Security Number. If assigned an SSN after the date of this affidavit, I will immediately report it to the Department of Labor & Industry or its successor administrator.

I declare under penalty of perjury under Mont. Code Ann. §§ 1-6-105 and 45-7-201 that the foregoing ATTESTATION is true and correct. Providing a deliberate falsification is punishable by prison or fine under Mont. Code Ann. § 45-7-202. Providing false information is grounds for denial or summary suspension and revocation of a license, certification, registration or permit under Mont. Code Ann. § 37-1-316.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Address of Record

\_\_\_\_\_  
City

\_\_\_\_\_  
State/Province

\_\_\_\_\_  
Country

\_\_\_\_\_  
Postal Code



## Montana Department of LABOR & INDUSTRY

### **APPLICANT RIGHTS & CONSENT TO FINGERPRINT NOTICE**

As required by 28 CFR § 50.12, you are advised that your fingerprints will be used to check the criminal history records of the Federal Bureau of Investigation and the Montana Department of Justice for the sole purpose of applying for professional licensure. Any resulting criminal history record will be retained for this purpose only and will not be disseminated outside of the Montana Department of Labor & Industry and related licensing board or program.

A Privacy Act Statement further explaining authority, principal purpose and routine use by the FBI of your information is included on the following page.

### **CHANGE, CORRECT, OR UPDATE RECORD**

Procedures for you to obtain a change, correction, or update to your criminal history record are set forth in Title 28, C.F.R. § 16.30 - 16.34.

Our office will notify you if a disqualifying criminal offense is found in your criminal history record and give you a reasonable opportunity to challenge or correct the information, or decline to do so, before making a licensure decision.

If we notify you of a disqualifying conviction in your criminal history record, you may contact board or program licensing staff at the Business Standards Division of the Department of Labor & Industry to obtain a copy of your criminal history record. You can view your criminal history record in person, have it mailed to you, or sent to you by the State of Montana File Transfer Service. For security reasons, the criminal history record cannot be emailed to you.

If, after review, you believe your criminal history record is incorrect or incomplete and wish to change, correct, or update the alleged deficiency, you should apply directly to the law enforcement agency that contributed the questioned information. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the law enforcement agency that contributed the question information requesting the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes in accordance with the information supplied by that agency. Information regarding this process may be obtained at [www.fbi.gov/services/cjis/identity-history-summary-checks](http://www.fbi.gov/services/cjis/identity-history-summary-checks).

Within 10 calendar days of the date of receiving the results of the criminal history record, you must notify the board or program licensing staff if you have challenged your record by providing a copy of the correspondence you have submitted as referenced above. If the licensing board or program has not received a copy of such correspondence within 10 calendar days, licensing staff will schedule a disposition on the issuance of your license based on the record in its possession.

## Privacy Act Statement

*The Montana Department of Labor & Industry, Business Standards Division is required by federal law to provide you this privacy act statement. This statement is also located on the back of the FD-258 fingerprint card.*

“Authority: The FBI’s acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI’s Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI’s Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.” *Eff. 03/30/2018*

**By signing below, I acknowledge that I have received a copy of the above Applicant Rights & Consent to Fingerprint Notice and Procedure to Change, Correct, or Update Record, and Privacy Act Statement and that I consent to provide and use my fingerprints for the stated purpose.**

Applicant  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant  
Name: \_\_\_\_\_

Please Print Legibly

*Directions to Applicant:* Return a signed copy of this document to the Department of Labor & Industry and maintain a copy for your own records.



## INSTRUCTIONS TO OBTAIN FINGERPRINT BACKGROUND CHECK

Carefully read and follow the steps in the order specified below:

1. **Submit a license application to the BSD online or by paper and an application fee. The application includes an *Applicant Rights & Consent to Fingerprint Notice*.** This form authorizes our agency to receive and review your fingerprint background check results. **Any fingerprint background check results received without your acknowledgement of receipt of an *Applicant Rights & Consent Notice* (acknowledged received if online or signed and returned to us if on paper) may be discarded.**
2. You may continue to work on completing your application while the results are processed (e.g., forwarding transcripts or verifications) but if you have not completed your application within six months after our receipt of the results, you will be required to resubmit your fingerprints to obtain a current background check results.
3. You have two options to have your fingerprints captured:
4. **Option 1** – Participating Local Law Enforcement Agency (estimated time to send results to the Board or Program **4 to 8 weeks**). Contact the Law Enforcement Agency in advance to ask if it performs non-criminal fingerprinting and if so, the need for an appointment, forms of acceptable identification, hours of operation, cost, and methods of payment. Find out if the agency will supply the appropriate Fingerprint Card (Form FD258 rev. 5-15-17) or if you need to obtain the card from MDOJ prior to arriving.

**- OR -**

**Option 2** – Montana Department of Justice (MDOJ), Division of Criminal Investigations-Criminal Records (estimated time to send results to the Board or Program **3 to 5 business days**). Before traveling to Helena, you must first schedule an appointment online at <https://dojmt.gov> and click on the link for fingerprint appointments where you will be directed to log in or create an account. Please direct questions to the MDOJ contact information as follows:

2225 Eleventh Avenue  
PO Box 201403  
Helena, MT 59620  
Email: [dojcriss@mt.gov](mailto:dojcriss@mt.gov) (406) 444-3625

5. You *may* be charged a fee to capture each set of your fingerprints. This fee is in addition to the processing fee paid to MDOJ to run the background check.
6. Provide the technician with a government-issued, photograph identification to prove your identity.

7. **IMPORTANT:** Provide the technician a copy of a Fingerprint Card Example for the license type you are applying for that contains information ***unique to your license type***. The fingerprint card must have all fields correctly filled out to be accepted by the MDOJ.
8. Request the technician to capture your fingerprints TWICE and create TWO fingerprint cards to help avoid unnecessary delay due to rejection of poor quality prints. This is especially important if your fingerprints are ink-rolled.
9. If using a Local Law Enforcement Agency, you must mail the completed Fingerprint Card in a manila envelope with the correct amount of postage and a check or money order made payable to the “Montana Department of Justice” in the amount of **\$30.00** to:

Montana Criminal Records  
2225 Eleventh Avenue  
PO Box 201403  
Helena, MT 59620

Please do **NOT** fold or staple the fingerprint card. Please do **NOT** upload the fingerprint card to your online account with the Department of Labor & Industry, Business Standards Division.

10. You will be notified to take corrective action if your fingerprint card is rejected as “unreadable,” is not accompanied by proper payment, or is incomplete. A second rejection of a fingerprint card as “unreadable” will require BSD to conduct a name-based search, resulting in additional processing time.
11. Once a fingerprint card or name-based search is processed, the resulting criminal history (aka “Identity History Summary”) result will be sent directly to the Board in care of the Business Standards Division. If there is a conviction or convictions that require Board review, we will notify you.
12. Notice of your privacy rights and procedures for obtaining a change, correction, or updating of an Identity History Summary are provided to you separately in the *Applicant Rights & Consent to Fingerprint Notice*.

End of Instructions

## Fingerprint Card Sample

<b>APPLICANT</b>		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK <small>LAST NAME FIRST NAME MIDDLE NAME</small> Applicant Full Name				LEAVE BLANK	
SIGNATURE OF PERSON FINGERPRINTED: Applicant Signature		ALIASES <small>AKA</small> Applicant Aliases		O R I D N U M B E R MT920089Z				DATE OF BIRTH <small>DOB</small> <small>Month Day Year</small> Applicant DOB	
RESIDENCE OF PERSON FINGERPRINTED: Applicant Address		CITIZENSHIP <small>CTZ</small> Applicant Citizenship		<small>SEX RACE RELIGION ETHNICITY HAIR</small> Applicant Identifying Information				PLACE OF BIRTH <small>POB</small> Applicant POB	
DATE Date	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS Technician Signature	YOUR NO. <small>OCN</small> MTST0009		LEAVE BLANK					
EMPLOYER AND ADDRESS DLI-BSD Board of Nursing PO Box 200513 Helena MT 59620-0513		FBI NO. <small>FI</small> N/A		CURR _____					
REASON FINGERPRINTED MTCA 37-8-434 - Licensure		ARMED FORCES NO. <small>AFNO</small> N/A		REF _____					
		SOCIAL SECURITY NO. <small>SSN</small> Applicant							
		WORK/UNEMPLOYED NO. <small>WUN</small> SSN N/A							
<div style="font-size: 100px; opacity: 0.3; transform: rotate(-10deg);">Example</div>									
L. THUMB		R. THUMB		L. INDEX		R. INDEX		R. MIDDLE	
L. MIDDLE		L. RING		R. RING		R. MIDDLE		R. LITTLE	
L. LITTLE		L. RING		R. RING		R. MIDDLE		R. LITTLE	
L. THUMB		R. THUMB		L. INDEX		R. INDEX		R. MIDDLE	
L. MIDDLE		L. RING		R. RING		R. MIDDLE		R. LITTLE	
L. LITTLE		L. RING		R. RING		R. MIDDLE		R. LITTLE	

Each fingerprint card should be examined to ascertain all information that is required on the fingerprint card has been provided and is legible. Incomplete cards will not be processed and will be mailed back. All fingers need to be in the correct position and rolled. To avoid delays ask the requestor of the background check or call Montana Criminal Records at (406) 444-3625 for assistance.

**MONTANA BOARD OF NURSING**  
**PO Box 200513, Helena, MT 59620-0513 (Mailing address)**  
**301 S Park Ave, 4<sup>th</sup> Floor, Helena, MT 59601 (Physical address)**  
**EMAIL: [nurse@mt.gov](mailto:nurse@mt.gov) WEBSITE: [nurse.mt.gov](http://nurse.mt.gov)**  
**ONLINE APPLICATION PORTAL: [ebiz.mt.gov/pol/](https://ebiz.mt.gov/pol/)**

**EXAMINATION TEMPORARY PERMIT APPLICATION**

**Registered Nurse - \$25.00**

**Practical Nurse - \$25.00**

PLEASE PRINT OR TYPE

Applicant's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
(Permit Holder)

Employer Name: \_\_\_\_\_  
(Business Name)

Employer Address: \_\_\_\_\_  
Street City State Zip

Number of Supervisors:      One              Two              Three

**Montana Employer Sworn Statement Under Penalty of Perjury**

I hold an unencumbered Registered Nurse license in the State of Montana. I agree to ensure that the permit holder is directly supervised at all times, which means that a supervisor holding a license as defined in Montana Board of Nursing rules under ARM [24.159.1021](#) and [24.159.1221](#) is on the premises when and where the permit holder is working.

Print Supervisor Name and Title: \_\_\_\_\_

Supervisor License Number: \_\_\_\_\_ Phone Number \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A complete temporary permit application may be submitted and paid for one of these ways:

- when completing the full application online, you click the "yes" button when answering the question, "Are you requesting a temporary permit?", this will automatically assess the \$25.00 fee, which you will be required to pay before your full application will submit. If you choose this option, then you can submit the completed temporary permit application by emailing to [nurse@mt.gov](mailto:nurse@mt.gov) or uploading to the Attachments section of your application when you log in to <https://ebiz.mt.gov/pol/>.
- if you clicked "no" to the "Are you requesting a temporary permit?" question and after submitting your full application received an offer of employment with your employer requesting you pursue a temporary permit, you may mail in this completed form with a check for \$25.00 to the mailing address above, or you may email this form to [dlibsdlhelp@mt.gov](mailto:dlibsdlhelp@mt.gov) and request the \$25.00 fee be assessed to your online account - once you log in to <https://ebiz.mt.gov/pol/> and pay the fee, we will further process your application.