

INSTRUCTIONS FOR CRIMINAL BACKGROUND CHECKS

Criminal background checks are NOT expedited for any reason.

Fingerprints are required to be eligible for a Nursing license in Nebraska. The Nebraska State Patrol will not process your request for a criminal background check until you have paid the required fee to the State Patrol and the Licensure Unit has received your Nursing application.

Please read and follow these instructions carefully to avoid delays in processing.

Even if you have recently obtained a criminal background check for another state or another license, you **MUST** obtain a new criminal background check for the license you are currently applying for in Nebraska.

FEE: \$28.75

There are 2 ways to pay for fingerprint processing:

1. **Credit Card/E-Check:** Pay \$28.75 by credit card at www.ne.gov/go/nsp. This is an internet pay site through PayPort. You can pay by echeck (additional fee of \$1.75) or credit card (additional fee of \$.90).

The website will ask you to select the type of payment you are making. Under 'transaction type' you need to choose "Nursing". You will then need to enter the applicant's name, date of birth and the last 4 digits of social security number (optional). If a company is paying for an applicant; the applicant's information needs to be entered on this page. The second page of the website will ask for information about the payer, which may or may not be the applicant.

2. **Check or Money Order:** Payment of \$28.75 must be mailed directly to: **Nebraska State Patrol, ATTN: CID, 3800 NW 12th ST, STE A, Lincoln NE 68521.**

The Nebraska State Patrol does not charge an additional fee for the service of taking your fingerprints. However, other law enforcement agencies in Nebraska or in other states may charge a fee.

Completing the Fingerprint Card:

1. **Fingerprint Cards:** Fingerprint cards are available at any State Patrol office or law enforcement agency in NEBRASKA. If you live in another state, contact your local law enforcement agency.
2. **DO NOT FOLD THE FINGERPRINT CARDS.**
3. **Information to be completed on the Fingerprint Card:**

- a. Print your full name, address with zip code, *Social Security Number, date and place of birth, and other information as requested. **DO NOT sign the fingerprint cards until** the law enforcement officer has verified your signature with the form of identification that you provided. **DO NOT write in the field labeled ORI.**

**Social Security Number: If you do not have a United States Social Security Number, you must provide in the "Miscellaneous No: MNU" section a Government issued identification number, a "consulate" number or a Passport Number. Please indicate the type of number provided.*

- b. In the box labeled "Reason Fingerprinted" PRINT 'Nursing License'. If you are an *APRN/RN applicant (individuals applying for both at the same time)* you will need to submit two different sets of cards and pay twice (one for a "Controlled Substance License" and one for "Nursing"). Each license applied for requires an individual background check.

Photo ID:

Take one form of photo ID with you when getting your fingerprints. Acceptable forms of ID include a driver's license, visa, passport or other document showing that you are legal in the U.S.

Fingerprinting Process:

There are 2 ways to capture your fingerprints:

- Live Scan: Live Scan is available at all Nebraska State Patrol locations listed below and the fingerprints are captured electronically.
- Ink and Paper Finger Prints: Applicants outside of Nebraska or at an office other than the below listed State Patrol offices have traditional ink and paper fingerprinting.

Offices of the Nebraska State Patrol and the Days/Hours that Fingerprinting is Conducted	
Troop A 4411 S 108th ST Omaha NE 68137 Phone: 402-331-3333	Monday through Friday 8:00 a.m. to 4:30 p.m. (appointment required)
Troop B 1401 Eisenhower AVE Norfolk NE 68701 Phone: 402-370-3456	Usually on Tuesdays (appointment required)
Troop C 3431 Potash Grand Island NE 68802 Phone: 308-385-6000	Mondays from 10:00 a.m. to noon and from 1:00 p.m. to 2:45 p.m. (appointment required)
Troop D 300 West South River Rd North Platte NE 69101 Phone: 308-535-8265 ext. 219	Monday, Tuesday, Thursday, Friday 8:30 a.m. to 5:00 p.m. Wednesday from 8:30 a.m. to 2:30 p.m. (appointment required)
Troop E 4500 Avenue I Scottsbluff NE 69361 Phone: 308-632-1211	Wednesdays after 1:00 p.m. (appointment required)
Criminal Identification Division (CID) 3800 NW 12th ST STE A Lincoln NE 68521 Phone: 402-479-4971	Monday through Friday 8:00 a.m. to 4:00 p.m. (appointment required) Last person fingerprinted at 4:00 p.m.

Where do you send the fingerprint cards?

You must send all fingerprint cards to the following address:

Criminal Identification Division (CID)
3800 NW 12th ST STE A
Lincoln NE 68521