



Virginia Department of  
**Health Professions**  
Board of Nursing

9960 Mayland Drive  
Suite 300  
Perimeter Center  
Henrico, Virginia 23233  
(804) 367-4515 [www.dhp.virginia.gov/nursing](http://www.dhp.virginia.gov/nursing)

**CHECKLIST INSTRUCTIONS: APPLICATION FOR LICENSURE - NURSE PRACTITIONER (LNP)**

Virginia law and regulations require that **nurse practitioners, certified nurse midwives, and certified registered nurse anesthetists** be licensed as **nurse practitioners** by the Boards of Nursing and Medicine prior to beginning practice in the Commonwealth. Also, nurse practitioners, certified nurse midwives, and certified registered nurse anesthetists **must have a current license as a registered nurse in Virginia or a current multi-state privilege license as a registered nurse in a compact state\***. For a copy of the nurse practitioner laws, please go to: [Virginia Board of Nursing - Laws and Regulations](#).

**\*If you do not currently have a Virginia RN license or RN license with multi-state privilege (from a compact state), you must also file a RN Endorsement application. A RN license is a pre-requisite in Virginia for Nurse Practitioners. For current compact\* state information go to: <https://www.ncsbn.org/enhanced-nlc-implementation.htm>.**

**REQUIREMENTS** are listed **BELOW** to submit a Nurse Practitioner Licensure Application  
Please ensure that the applicable items are submitted to the VBON

**ALL APPLICANTS MUST PROVIDE 1<sup>ST</sup> THREE (3) ITEMS:**

- (1) Evidence of a current Virginia RN license OR RN license with multi-state privilege (from a compact state).
- (2) **Complete Online Application:** An online application may be submitted only if you are applying for an initial LNP license in accordance with [18 VAC 90-30-80](#) by examination or by endorsement\* (\* if you have been licensed as a nurse practitioner or advance practice nurse in another state in accordance with [18 VAC 90-30-85](#)). A completed application and required fee submitted through the **online license application portal**.
- (3) Request verification of **professional certification** that is consistent with the specialty area of the applicant's educational preparation issued by one of the agencies listed in [18 VAC 90-30-90](#) sent directly from the professional certifying organization to our office by mail or emailed to: [appsupportdocs@dhp.virginia.gov](mailto:appsupportdocs@dhp.virginia.gov). We are not able to accept a copy of the card, certificate or email verification from the applicant.

**Note:** A Paper application is required if adding a specialty to a current Virginia LNP license (See page 2).

**◆ LICENSED NURSE PRACTITIONER INITIAL APPLICATION – (BY EXAMINATION):**

- Submit official transcript from a graduate degree program in nursing designed to prepare nurse practitioners sent directly from the education institution to our office by mail or emailed to [appsupportdocs@dhp.virginia.gov](mailto:appsupportdocs@dhp.virginia.gov).

**◆ LICENSED NURSE PRACTITIONER APPLICATION – (BY ENDORSEMENT\*)**  
**(\*If currently/previously licensed as a nurse practitioner - See: [18 VAC 90-30-85](#)):**

- Request **verification** of licensure as a nurse practitioner or advanced practice nurse in another U.S. jurisdiction with a license in good standing or eligible for reinstatement if lapsed, sent directly from the jurisdiction to our office by mail or emailed to [appsupportdocs@dhp.virginia.gov](mailto:appsupportdocs@dhp.virginia.gov).

**Endorsement Applicants Only:** Do not request that your transcripts be sent directly to the Virginia Board of Nursing (VBON) unless specifically instructed to do so by VBON staff.

**PLEASE NOTE:**

Separate application and fee required for Authority to Prescribe in Virginia pursuant to [18 VAC 90-40-30](#)

**THIS COMPLETED INSTRUCTION CHECKLIST MUST BE SUBMITTED WITH PAPER APPLICATION**

◆ LICENSED NURSE PRACTITIONER APPLICATION – ADD A SPECIALTY:

- Submit **Paper** Application and fee: Email a request for a paper application to [appsupportdocs@dhp.virginia.gov](mailto:appsupportdocs@dhp.virginia.gov) or request by mail to VBON address above. If submitting a **paper** application, attach the fee in the form of a check or money order paid to the **Treasurer of Virginia**.
- Request **verification of professional certification** that is consistent with the specialty area of the applicant’s educational preparation issued by one of the agencies listed in [18 VAC 90-30-90](#) sent **directly** from the professional certifying organization to our office by mail or emailed to: [appsupportdocs@dhp.virginia.gov](mailto:appsupportdocs@dhp.virginia.gov). We are not able to accept a copy of the card, certificate or email verification **from the applicant**.

 **Do not request that your transcripts sent directly to the Virginia Board of Nursing (VBON) unless specifically instructed to do so by VBON staff.**

◆ ADDITIONAL INFORMATION:

- ✓ **Required** application supporting documents may be emailed to: [appsupportdocs@dhp.virginia.gov](mailto:appsupportdocs@dhp.virginia.gov).
- ✓ If you are required to file an **RN Endorsement license application**, you must complete a criminal background check. See [VBON CBC Info](#) for additional instructions.
- ✓ If required to file a paper application, may request the application by email to: [appsupportdocs@dhp.virginia.gov](mailto:appsupportdocs@dhp.virginia.gov).
- ✓ License application processing times are between 30-45 **business** days to complete.
- ✓ Check your **license application** status at: <https://www.license.dhp.virginia.gov/apply/>
- ✓ Check your **license status** on [License Lookup](#) (\*license information is posted in *real time*).