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<th>REQUIREMENTS listed below to submit an application for Endorsement</th>
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- Submit Application and required Fee: acceptable fees include payment by credit/debit card (online applicants only); or if required to apply by mail, include check or money order made payable to Treasurer of Virginia. Your application will not be reviewed or considered until you have submitted payment and fees are non-refundable.

- Complete fingerprint-based Criminal Background Check (CBC): required by Virginia Code § 54.1-3005.1; Register for fingerprinting exclusively through Fieldprint Va.  
  - Online applicants will receive an application confirmation receipt which contains a VBON Fieldprint Code required to register for fingerprinting. Online applicants will also see their Fieldprint Code at the top of the checklist instructions page.
  - If you apply by mail, you must contact the VBON CBC unit for your Fieldprint Code that is required to register for fingerprinting. More information for initiating the CBC may be found at VBON CBC Info.

- Request License Verification from your original state of licensure (Exam state):  
  - NURSYS: if your original state of licensure participates in the NURSYS license verification system, go to https://www.nursys.com/NLV/NLVTerms.aspx to request the verification of licensure ($30 fee).  
  - License verification form (only for non-NURSYS participating states): Complete only the top portion of the license verification form and send it to the board of nursing where you were originally licensed by examination. Completed verifications will only be kept on file for 90 days and must be resubmitted if application is received after 90-day period.

-OR IF APPLICABLE-

- Submit Clinical Hours Form completed by Nursing Employer(s): Required ONLY if you graduated from nursing program with less than 500 clinical hours (RN) or 400 clinical hours (LPN); Must include evidence of 960 hours of clinical practice and an active unencumbered license in another US jurisdiction.

INSTRUCTION CHECKLIST MUST BE INCLUDED WITH PAPER APPLICATION
Submit credential evaluation by CGFNS: licensure applicants previously licensed in another U.S. jurisdiction but educated in a foreign country (except Canada) must provide their identification/certificate number issued by the Commission on Graduates of Foreign Nursing Schools (CGFNS). For more information, click on these regulation(s): 18 VAC 90-19-120 and 18 VAC 90-19-130.

- For endorsement applicants only, the Board accepts the CES report, ICHP Visa Screen or CGFNS certificate.
- Go to CGFNS International, Inc. for more information on available services.

SUPPORTING DOCUMENTS (IF APPLICABLE) Email to appsupportdocs@dhp.virginia.gov

- Name Change: If your name on the application for Virginia license is different from the name on file with your original board of nursing, submit a copy of your marriage certificate, naturalization certificate or the court order authorizing the change.

- Request 30 day Authorization to Practice Letter (ATP): if you intend to work in Virginia pending licensure and you do not have a current license issued with multi-state privilege you may submit a written request for a letter from the Board for authorization to practice for 30 days. License applications that do not indicate conviction or discipline history will be eligible for an ATP.
  
  o Authorization to Practice letters are initially effective for 30 days, so it is advisable to wait to request a letter after 10 business days have expired from the date your application was received by VBON*, as your license should be issued within 30-45 business days. (*Your online ‘checklist’ reflects the date your application and fee was received).
  
  o Request may be emailed to appsupportdocs@dhp.virginia.gov and include in the email subject line: Endorsement Applicant: Request 30 day letter along with copies of: (1) NURSYS license verification receipt and/or your current license (only for non-NURSYS participating states) and (2) Fieldprint (fingerprinting) appointment confirmation receipt.
  
  o Authorization to Practice letters will be sent by email within 7-10 business days from receipt of the request to appsupportdocs@dhp.virginia.gov.

- Submit acceptable proof of Primary State of Residence (PSOR): includes copy of current (VA) driver’s license, voter’s registration card, a federal income tax return, military form #2058 (active duty military personnel only) or W2 from U.S. government.

ADDITIONAL INFORMATION

- License application processing times are between 30-45 business days to complete.

- Periodically log into your DHP license application portal: https://www.license.dhp.virginia.gov/apply/Login.aspx to monitor progress of your application and remember “unchecked” items may have been received but are pending review.

- Check your license status by going to: License Lookup (*license information is posted in real time).

- Documents submitted with the application are property of the Board and cannot be returned.

- An incomplete application for licensure will be retained on file only as required for audit. If not completed within one year, a new application may be necessary.

- A licensure application shall be held in abeyance in accordance with the compact regulations when a license is under investigation in another compact state.

- Nursing laws and regulations may be obtained at www.dhp.virginia.gov/nursing.