LIVESCAN FOR LICENSURE BY EXAMINATION
IN-STATE APPLICANTS ONLY

Criminal Background Check (CBC) Fee: $38.00

In accordance with the Nursing Practice Act, all candidates applying for Licensure by Examination – NCLEX are required to undergo a fingerprint-based State Bureau of Investigation (SBI) and Federal Bureau of Investigation (FBI) criminal history check.

Effective April 1, 2012, all in-state nursing students eligible to sit for NCLEX will participate in the LiveScan method of obtaining and transmitting fingerprints directly to the SBI.

What is LiveScan?

LiveScan is digital fingerprinting and transmission of the impression directly to the SBI and FBI for processing.

What do I need to do?

1. Click on the Continue link at the bottom of this page:
   - pay the required fee [$38.00] (you must have a valid credit or debit card – MasterCard or Visa); and
   - access, complete, print and sign your CBC Application forms which include (1) Electronic Fingerprint Submission Release of Information and (2) Applicant Information.
2. Take both of your printed and signed CBC Application forms listed above to your local law enforcement agency. Law enforcement personnel will obtain and transmit your fingerprints via LiveScan directly to the SBI. [View list of approved Law Enforcement Agencies]
3. Mail, fax or email your Electronic Fingerprint Submission Release of Information form after LiveScan is complete to:

   Barbara Nelson, CBC Coordinator (Email: bnelson@ncbon.com)
   North Carolina Board of Nursing
   PO Box 2129
   Raleigh, NC 27602-2129
   FAX: 919-781-9461

Important Note: Results of your CBC cannot be processed until the Electronic Fingerprint Submission Release of Information form is received in the Board of Nursing office.

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