

Out of State and Out of Country Applicants

All fingerprint background screenings are required to be submitted electronically to the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI), including out of state and out of the country applicants.

There are national Livescan service providers who can provide this service out of state or who can convert your fingerprints from a hard card to electronic Livescan. You must use a Florida located vendor who provides this service.

To find providers who offer this service go to: <http://www.flhealthsource.gov/out-of-state-providers>

Some Livescan service providers can provide electronic fingerprint submission to out of state applicants and mailing hard fingerprint cards will not be necessary. It is the responsibility of the applicant to verify that non-Florida vendors have the capacity and legal authority to send the results to Florida.

If hard fingerprint cards are needed to conduct the Livescan background check, contact the Florida Board of Nursing at MQA.Nursing@flhealth.gov to request cards to be mailed at no charge.

Do not return cards to the Florida Board of Nursing.
They must be mailed to the vendor you have chosen.

The Social Security number (SSN) field is a mandatory field within the Livescan fingerprint background registration process. Applicants who do not have a Social Security number (SSN) will need to apply for a SSN by contacting the Social Security Administration at <http://www.ssa.gov>.

Applicants, who are not eligible to obtain a SSN, must provide an official 9-digit number whether it is an ITIN, alien registration number or other official government issued identification (does not have to be the U.S. Government). To obtain an ITIN you will need to contact the Internal Revenue Service (IRS) at <http://www.irs.gov/Individuals/General-ITIN-Information> for an Individual Taxpayer Identification Number (ITIN).

The Florida Department of Health retains background results on any applicant who is required to undergo a criminal history screening in the Care Provider Clearinghouse. This Clearinghouse allows for the sharing of criminal history information among specified agencies. One of the requirements for the Clearinghouse is a photograph taken at time of fingerprinting, therefore, if your fingerprints are submitted without a photograph, you may have to undergo additional fingerprinting in the future when applying at a different agency. Those who have to use the hard card conversion method cannot have a photo taken at the time of the Livescan conversion, and may be required to repeat the Livescan process with a prospective employer or other agency.

