LPN PETITION FOR LICENSE RENEWAL INSTRUCTIONS

NURSE LICENSURE COMPACT

Missouri is a member of the Nurse Licensure Compact (NLC) which allows a nurse who holds an active multistate license to practice physically and/or electronically/telephonically in other NLC states without applying for and obtaining an additional license. Practice is defined as where the patient is located at the time nursing services are delivered. Go to https://www.nursecompact.com for a list of compact states. A nurse may only hold one multistate license issued by his/her primary state of residence. If your primary state of residence is a compact state other than Missouri and you do not plan to move to Missouri, you should not apply for a multistate license in Missouri. You should, instead, obtain/maintain a multistate license in your primary state of residence. If you do not meet the uniform licensure requirements for a multistate license (https://www.ncsbn.org/NLC_ULRs.pdf) in your primary state of residence, you may complete this application to apply for a single state license. If you declare a non-compact state as your primary state of residence and you meet all other licensure requirements, you may receive a single state license valid for practice only in Missouri. The board reserves the right to request evidence of your primary state of residence, when needed. Proof of residency may include a driver's license or valid state identification card, voter registration, or federal income tax return declaring a primary state of residence.

STEPS FOR REINSTATEMENT OF LICENSE

1. Enroll in Nursys® e-Notify as a Nurse at www.nursys.com/enotify. Missouri does not issue a license card. You will receive notification that your license is renewed through this system. LPN licenses expire May 31st of every even-numbered year. When enrolling yourself in e-Notify, opt into the option to receive electronic license renewal reminders.
2. Complete, sign and date the LPN Petition for License Renewal form.
3. Submit the LPN Petition with the required fee payable to the Missouri State Board of Nursing. The fee may be a money order, cashier's check or personal check. All checks must be drawn on a U.S. Bank in U.S. dollars. The fee is non-refundable. If your license is inactive, the fee is $77. If your license is lapsed, the fee is $127. **The application, fee and any supporting documents must be mailed to our office. We do not accept them electronically. Our address is in the upper right-hand corner of the application.**
4. Submit evidence of U.S. citizenship or lawful presence. A **copy** of any of the following is acceptable evidence – DO NOT SEND ORIGINALS:
   - U.S. Birth Certificate
   - U.S. Passport (We will NOT accept a Passport Card, only a Passport.)
   - Permanent Resident Card
   - Unexpired Visa
   - I-94
   - I-20
   - Other official documents showing your lawful presence in the United States
5. Submit criminal background checks. This requires payment of a separate fee to the fingerprint vendor (see next section of this instruction letter for specific directions).

CRIMINAL BACKGROUND CHECKS (FINGERPRINTS)

Go to www.machs.mo.gov and register using the 4 digit registration number of **0001 (three zeroes followed by a one)**. ***The name, date of birth and social security number you use to register with MACHS must match the same information on your application to the board. If it does not, you may be required to complete this process again at your expense and this will delay processing your application.*** After you register, follow the instructions on their website to complete the fingerprint background check. For instructions on completing the fingerprinting process from outside the State of Missouri, go to https://pr.mo.gov/boards/nursing/Out-of-State-Fingerprint-Process.pdf.

REQUIRED INFORMATION IF YOU ANSWER "YES" TO ANY SCREENING QUESTION(S)

- A separate signed and dated statement must be submitted that provides a detailed narrative of the circumstances surrounding your criminal record or disciplinary action and a thorough description of the rehabilitative changes in your lifestyle since the time of the offense or disciplinary action that would enable you to avoid future occurrences. Include factors in your life that you feel may have contributed to your crime or disciplinary action, what you have learned about yourself since that time, and the changes you have made that support your rehabilitation.
- Supporting documents must also be submitted to our office. This information need not accompany the application, but must be provided before a licensure decision can be made. Supporting documents include:
  - Court Certified Court Documents that include three things:
    1) charges (indictment, information or complaint),
    2) disposition of charges (Judgment, Order of Probation, Sentence and/or Deferred Orders); and
    3) evidence that the conditions of the court have been met.

  To obtain this documentation, for municipal offenses contact the municipal court, for state offenses, contact the circuit clerk in the county where the sentence and judgment was issued; for federal offenses, contact the district court clerk where the sentence and judgment was issued. If the record does not exist, you must obtain a statement from that court that the

document has been destroyed or cannot be located.

- Substance use disorder treatment record examples include:
  - Medical records from an inpatient treatment program;
  - A discharge summary;
  - A current evaluation from a counselor;
  - Records of attendance at AA, NA, or other aftercare program;
  - Letter from support group sponsor;
  - Character reference letters;
  - Reference letters from faculty or program director;
  - Additional documents that clarify the situation and support your request for a license.

- It is your responsibility to provide this information. If any supporting documents are missing and/or your application must be reviewed by the members of the Missouri State Board of Nursing, you will be contacted in writing.

HOW WILL I BE NOTIFIED THAT MY LICENSE IN RENEWED?

Missouri does not issue a license card. Enroll yourself as an individual in e-Notify at www.nursys.com/enotify. By enrolling into Nursys® e-Notify, you will receive licensure status updates, be able to track license verifications for endorsement and manage multiple license expiration reminders. Keeping on top of your license can help you prevent any fraudulent licenses or certificates being issued in your name. You will also be able to participate in a survey on nursing workforce in Missouri. The Missouri State Board of Nursing uses this information to gather important workforce data and uses the data to enhance Missouri's ability to plan for nurse supply and demand and, ultimately, improve healthcare for all.
LPN licenses expire May 31st of every even-numbered year. When enrolling yourself in e-Notify, opt into the option to receive automated electronic reminders when you have a license that will be expiring within 30 days.

NOTICE

All persons and business entities renewing a license with the Division of Professional Registration are required to have paid all state income taxes, and also are required to have filed all necessary state income tax returns in the preceding three (3) years. If you have failed to pay your taxes or failed to file your tax returns, your license will be subject to immediate suspension within ninety (90) days of being notified by the Missouri Department of Revenue of any delinquency or failure to file pursuant to §324.010 RSMo.

You cannot be granted a license until you provide a United States social security number. Pursuant to 42 U.S.C. Section 666(1)(13), federal law requires each state to institute procedures to obtain the social security number of any applicant for a professional license or occupational license and requires that the social security number be recorded on the application.

Furthermore, section 324.024 RSMo, requires "every application for a license, certificate, registration, or permit or renewal of a license, certificate, registration, or permit issued in this state…contain the Social Security of the applicant. This provision shall not apply to an original application for a license, certificate, registration, or permit submitted by a citizen of a foreign country who has never been issued a Social Security number and who previously has not been licensed by any other state, United States territory, or federal agency. A citizen of a foreign country applying for licensure with the division of professional registration shall be required to submit his or her bias or passport identification number in lieu of the Social Security number."

MISSOURI STATEMENT OF CITIZENSHIP & ALIEN STATUS

All applicants must answer questions on the application regarding citizenship. A copy of a document that shows evidence of your citizenship or alien status MUST BE submitted with your application for licensure. See List A or List B.

LIST A

Evidence showing U.S. citizen or U.S. national status includes the following:
***If any of the following documents do not contain a photograph of the individual, the individual shall also present a government issued document that contains a photograph of the individual.**

a. Primary Evidence:

(1) A birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction); *

(2) A birth certificate or delayed birth certificate issued in any state, territory or possession of the U.S.; *

(3) A signed United States passport; current or expired;

(4) Report of birth abroad of a U.S. citizen (FS-240) (issued by the Department of State to U.S. citizens); A U.S. certificate of birth abroad *

(5) Certificate of Birth (FS-545) (issued by a foreign service post) or Certification of Report of Birth (DS-1350), copies of which are available from the Department of State; *

(6) Form N-550 or N-570, Certificate of Naturalization (issued by the Service through a Federal or State court, or through administrative naturalization after December 1990 to individuals who are individually naturalized; the N-570 is a replacement certificate issued when the N-550 has been lost or mutilated or the individual's name has changed);

(7) Form N-561, Certificate of Citizenship;

(8) Form I-197, United States Citizen Identification Card (issued by the Service until April 7, 1983 to U.S. citizens living near the Canadian or Mexican border who needed it for frequent border crossings) (formerly Form I-179, last issued in February 1974);

(9) Form I-873 (or prior versions), Northern Marianas Card (issued by the Service to a collectively naturalized U.S. citizen who was born in the Northern Mariana Islands before November 3, 1986);

(10) Statement provided by a U.S. consular official certifying that the individual is a U.S. citizen (given to an individual born outside the United states who derives citizenship through a parent but does not have a FS-240, FS-545, or DS-1350); or *

(11) Form I-872 (or prior versions), American Indian Card with a classification code "KIC" and a statement on the back identifying the bearer as a U.S. citizen (issued by the Service to U.S. citizen members of the Texas Band of Kickapoo living near the U.S./Mexican border).

(12) A tribal certificate of Indian blood.*

(13) A tribal or bureau of Indian affairs affidavit of birth*

NOTE: SOCIAL SECURITY CARDS ARE NOT ACCEPTABLE DOCUMENTATION.

b. Secondary Evidence

If the applicant cannot present one of the documents listed in (a) above, the following may be relied upon to establish U.S. citizenship or U.S. national status;

(1) Religious record recorded in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction) within three 3 months after birth showing that the birth occurred in such jurisdiction and the date of birth or the individual's age at the time the record was made;

(2) Evidence of civil service employment by the U.S. government before June 1, 1976;

(3) Early school records (preferably from the first school) showing the date of admission to the school, the applicant's date and U.S. place of birth, and the name(s) and place(s) of birth of the applicant's parent(s);

(4) Census record showing name, U.S. nationality or a U.S. place of birth, and applicant's date of birth or age;

(5) Adoption finalization papers showing the applicant's name and place of birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917, American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Marian Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction), or, when the adoption is not finalized and the state or other U.S. jurisdiction listed above will not release a birth certificate prior to final adoption, a statement from a state or jurisdiction approved adoption agency showing the applicant's name and place of birth in one of such jurisdictions, and stating that the source of the information is an original birth certificate;

(6) Any other document that establishes a U.S. place of birth or otherwise indicates U.S. nationality (e.g., a contemporaneous hospital record of birth in that hospital in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction);

c. Collective Naturalization

If the applicant cannot present one of the documents listed in (a) or (b) above, the following will establish U.S. citizenship for collectively naturalized individuals:

Puerto Rico:

- Evidence of birth in Puerto Rico on or after April 11, 1899 and the applicant's statement that he or she was residing in the U.S., a U.S. possession or Puerto Rico on January 13, 1941; or
- Evidence that the applicant was a Puerto Rican citizen and the applicant's statement that he or she was residing in Puerto Rico on March 1, 1917 and that he or she did not take an oath of allegiance to Spain.

U.S. Virgin Islands:

- Evidence of birth in the U.S. Virgin Islands, and the applicant's statement of residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927;
- The applicant's statement indicating resident in the U.S. Virgin Islands as a Danish citizen on January 17, 1917 and residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927, and that he or she did not make a declaration to maintain Danish citizenship; or
- Evidence of birth in the U.S. Virgin Islands and the applicant's statement indicating residence in the U.S., a U.S. possession or territory or the Canal Zone on June 28, 1932.

Northern Mariana Islands (NMI) (formerly part of the Trust Territory of the Pacific Islands (TTPI)):

- Evidence of birth in the NMI, TTPI citizenship and residence in the NMI, the U.S., or a U.S. territory or possession on November 3, 1986 (NMI local time) and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time);
- Evidence of TTPI citizenship, continuous residence in the NMI since before November 3, 1981 (NMI local time), voter registration prior to January 1, 1975 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time); or
- Evidence of continuous domicile in the NMI since before January 1, 1974 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4 1986 (NMI local time). Note: If a person entered the NMI as a nonimmigrant and lived in the NMI since January 1, 1974, this does not constitute continuous domicile and the individual is not a U.S. citizen

d. Derivative Citizenship

If the applicant cannot present one of the documents listed in a or b above, the following may be used to make determination of derivative U.S. citizenship:

Applicant born abroad to two U.S. citizen parents: Evidence of the U.S. citizenship of the parents and the relationship of the applicant to the parents, and evidence that at least one parent resided in the U.S. or an outlying passion prior to the applicant's birth.

Applicant born abroad to a U.S. citizen parent and a U.S. non-citizen national parent: Evidence that one parent is a U.S. citizen and that the other is a U.S. non-citizen national, evidence of the relationship of the applicant to the U.S. citizen parent, and evidence that the U.S. citizen parent resided in the U.S., a U.S. possession, American Samoa or Swain's Island for a period of at least one year prior to the applicant's birth.

Applicant born out of wedlock abroad to a U.S. citizen mother: Evidence of the U.S. citizenship of the mother, evidence of the relationship to the applicant and, for births on or before December 24, 1952, evidence that the mother resided in the U.S. prior to the applicant's birth or, for births after December 24, 1952, evidence that the mother had resided, prior to the child's birth, in the U.S. or a U.S. possession for a period of one year.

Applicant born in the Canal Zone or the Republic of Panama:

- A birth certificate showing birth in the Canal Zone on or after February 26, 1904 and before October 1, 1979 and evidence that one parent was a U.S. citizen at the time of the applicant's birth; or
- A birth certificate showing birth in the Republic of Panama on or after February 26, 1904 and before October 1, 1979 and evidence that at least one parent was a U.S. citizen and employed by the U.S. government or the Panama Railroad Company or its successor in title.

In all other situations in which an applicant claims to have a U.S. citizen parent and an alien parent, or claims to fall within one of the above categories, but is unable to present the listed documentation:

- If the applicant is in the U.S., the applicant should contact the local U.S. Citizenship and Immigration Service office for determination of U.S. citizenship;
- If the applicant is outside the U.S., the applicant should contact the State Department for a U.S. citizenship determination.

e. Adoption of Foreign-Born Child by U.S. Citizen

- If the birth certificate shows a foreign place of birth and the applicant cannot be determined to be a naturalized citizen under any of the above criteria, obtain other evidence of U.S. citizenship;
- Because foreign-born adopted children do not automatically acquire U.S. citizenship by virtue of adoption by U.S. citizens, the applicant should contact the local U.S. Citizenship and Immigration Service office for a determination of U.S. citizenship, if the applicant provides no evidence of U.S. citizenship.

f. **U.S. Citizenship By Marriage**

A woman acquired U.S. citizenship through marriage to a U.S. citizen before September 22, 1922. Provide evidence of U.S. citizenship of the husband, and evidence showing the marriage occurred before September 22, 1922.

Note: If the husband was an alien at the time of the marriage, and became naturalized before September 22, 1922, the wife also acquired naturalized citizenship. If the marriage terminated, the wife maintained her U.S. citizenship if she was residing in the U.S. at that time and continued to reside in the U.S.

g. **A U.S. certificate of birth abroad***

h. **A foreign passport with a U.S. Visa***

i. **An I-94 form with a photograph**

j. **A U.S. citizenship and immigration services employment authorization document or refugee travel document***

LIST B

Qualified Aliens, Nonimmigrant, and aliens paroled into U.S. for less than one year.

a. **"Qualified Aliens"**

Evidence of "Qualified Alien" status includes the following:

Alien Lawfully admitted for Permanent Residence

- *Form I-551 (Alien Registration Receipt Card, commonly known as a "green card"); or
- Unexpired Temporary I-551 stamp in foreign passport or on *I Form I-94.

Asylee

- *Form I-94 annotated with stamp showing grant of asylum under section 208 of the INA;
- *Form I-688B (Employment Authorization Card) annotated "274a.12 (a)(5)";
- *Form I-766 (Employment Authorization Document) annotated "A5", "A05", or A-5";
- Grant letter from the Asylum Office of the U.S. Citizenship and immigration Service; or
- Order of an immigration judge granting asylum.

Refugee

- *Form I-94 annotated with stamp showing admission under § 207 of the INA;
- *Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (3)"; or
- *Form I-766 (Employment Authorization Document) annotated "A3", "A03" or "A-3";

Alien Paroled Into the U.S. for at Least One Year

- *Form I-94 with stamp showing admission for at least one year under section 212(d) (5) of the INA. (Applicant cannot aggregate periods of admission for less than one year to meet the one-year requirement.

Alien Whose Deportation or Removal was withheld

- *Form I-688B (Employment Authorization Card) annotated "274a.12 (a)(10)";
- *Form I-766 (Employment Authorization Document) annotated "A10"; or
- Order from an immigration judge showing deportation withheld under §243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under §241 (b) (3) of the INA.

Alien Granted Conditional Entry

- *Form I-94 with stamp showing admission under §203 (a) (7) of the INA;
- *Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (3)"; or
- *Form I-766 (Employment Authorization Document) annotated "A3".

Cuban/Haitian Entrant

- *Form I-551 (Alien Registration Receipt Card, commonly known as a "green Card") with the code CU6, CU7, or CH6.
- Unexpired temporary I-551 stamp in foreign passport or on *Form I-94 with the Code CU6 or CU7; or
- *Form I-94 with stamp showing parole as "Cuba/Haitian Entrant" under Section 212 (d) (5) of the INA.

Alien who has been Declared a Battered Alien or Alien Subjected to Extreme Cruelty

- U.S. Citizenship and Immigration Service petition and supporting documentation

b. **Nonimmigrant**

Evidence of "Nonimmigrant" status includes the following:

- *Form I-94 with stamp showing authorized admission as nonimmigrant

c. **Alien Paroled into U.S. for less than One year**

- *Form I-94 with stamp showing admission for less than one year under section 212 (d) (5) of the INA

d. **A foreign passport with a U.S. visa**

e. **An I-94 form with a photograph.**

f. **A U.S. citizenship and immigration services employment authorization document or refugee travel document.**