



New Jersey Office of the Attorney General

Division of Consumer Affairs

New Jersey Board of Nursing

124 Halsey Street, 6th Floor, P.O. Box 45010

Newark, New Jersey 07101

(973) 504-6430

www.njconsumeraffairs.gov/nur/Pages/default.aspx

Instructions for Online Application Licensure

- 1.) Register with Pearson Vue at www.pearsonvue.com.
- 2.) Go to <https://newjersey.mylicense.com/eGov/Login.aspx> and submit an online application with payment made by credit card (\$120.00 license fee, \$75.00 nonrefundable application fee, and \$5.00 nonrefundable Alternative to Discipline fee). Print your receipt.
- 3.) Submit a clear, full-face original passport photograph (2" x 2") of your head and shoulders taken within the past six months. Sign your name on the back of the picture. (Photocopies and selfies are not acceptable).
- 4.) If you are a U.S.-born citizen, please submit a copy of your birth certificate or U.S. passport.
- 5.) If you are a naturalized U.S. citizen, please submit a copy of your U.S. passport or certificate of naturalization.
- 6.) If you are a legal alien or other immigration status, please submit your USCIS immigration documents. (Submit a copy of both the front and the back of your card).
- 7.) Submit proof of a legal name change (i.e., marriage license, divorce decree, court order, if applicable) if your name differs from that on your birth certificate.
- 8.) Submit criminal history documents (if applicable).
- 9.) If you are requesting testing accommodations, please submit:
 - A letter describing what type(s) of accommodations you are requesting (e.g. double time, separate room, reader);
 - A letter from your current treating physician with a diagnosis code; and
 - A letter from your nursing program describing the type(s) of accommodations you received during your nursing program.
- 10.) Carefully read and check the attestation at the end of the application granting the Board authorization to conduct a criminal history background check.
- 11.) If you live outside the metropolitan New Jersey area, please go to: www.NJConsumerAffairs.gov/nur/Pages/Fingerprint-Request.aspx and request fingerprint cards. Complete the Morpho Trust universal form and two (2) fingerprint cards, one black (New Jersey), one blue (FBI). Submit a personal check or money order in the amount of \$58.68 made payable to Morpho Trust.

- 12.) If you live in the metropolitan New Jersey area, you will receive digital fingerprint information via regular mail. Please schedule your appointment as soon as possible.
- 13.) Submit a copy of your receipt, signed at the bottom.
- 14.) You will be made eligible to take the licensing examination after the Board has received a letter of completion or a complete transcript (for out-of-state nursing programs) submitted directly from your nursing program, your original color photo, and proof of a legal name change (if applicable).
- 15.) Students who complete out-of-state nursing programs must arrange for a complete transcript stating the degree conferred and the date of conferral to be sent **directly** to the Board.