



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

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

INSTRUCTIONS FOR LICENSURE BY ENDORSEMENT IN NEW JERSEY

Please read the following information carefully before completing a **paper application** for licensure by endorsement.

If you previously held a nursing license in New Jersey, **DO NOT** complete an endorsement application. You must contact the Renewal/Reinstatement Department in order to complete the Application for Reinstatement.

1. Check the type of license for which you are applying. Answer ALL of the questions.
2. Attach 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.)
3. Complete the application and sign it in the presence of a notary public. (Questions 6, page 2, and 7, page 3, and the Affidavit, Page 7).
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. Complete the Certification and Authorization form for a criminal history background check.
9. 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), and one blue (F.B.I.). Submit a check or money order in the amount of \$58.69 made payable to Morpho Trust.
10. 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.
11. Submit criminal history documents (if applicable).

12. Provide written verification of licensure in good standing from the state in which you were originally licensed, or are currently licensed, and from every state in which you have ever been licensed. The verification shall be forwarded directly to the New Jersey Board of Nursing from the applicable state board(s), if those state(s) are not listed on the NURSYS License Verification Form.
13. Submit a personal check or money order in the amount of \$200.00 made payable to the New Jersey Board of Nursing. (\$120.00 license fee, \$75.00 nonrefundable application fee, and \$5.00 mandatory nonrefundable Alternative to Discipline fee.)
14. Submit the completed “Checklist for Endorsement,” with your signature on the bottom.

ONLINE APPLICATION INSTRUCTIONS

1. Go to www.njconsumeraffairs.gov/Pages/onlinelicenses.aspx and submit an online application with payment made by credit card. (\$120.00 license fee, \$75.00 nonrefundable application fee, and \$5.00 mandatory nonrefundable Alternative to Discipline fee.) **Print your receipt.**
2. 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.)
3. If you are a U.S.-born citizen, please submit a copy of your birth certificate or U.S. passport.
4. If you are a naturalized U.S. citizen, please submit a copy of your U.S. passport or certificate of naturalization.
5. 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.)
6. 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.
7. Carefully read and check the attestation at the end of the application granting the Board authorization to conduct a criminal history background check.
8. 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), and one blue (F.B.I.). Submit a check or money order in the amount of \$58.69 made payable to Morpho Trust.
9. 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.
10. Submit criminal history documents (if applicable).
11. Provide written verification of licensure in good standing from the state in which you were originally licensed, or are currently licensed, and from every state in which you have ever been licensed. The verification must be forwarded **directly** to the New Jersey Board of Nursing from the applicable state board(s), if those state(s) are not listed on the NURSYS License Verification Form.
12. Submit a copy of your receipt, signed at the bottom.