



**Secretary of State
Office of Professional Regulation**

Complete the Criminal Background Check- Required for all applicants:

- Print the [Release Form](#) and upload with your application. Make sure to complete mandatory fields. (You can use the above link to print the form in advance.)
- Once OPR receives your completed Release Form, you will receive a Fingerprint Authorization Certificate at the email address associated with your online account. Please allow 3-5 business days for processing.
- After you receive the signed Fingerprint Authorization Certificate, you will make an appointment to have your fingerprints taken.
- Print the Fingerprint Authorization Certificate and bring it with you to your fingerprint appointment. The Fingerprint Authorization form must be sent with your prints to VCIC. Some centers do this for you, and some will require you to send. Please visit <https://sos.vermont.gov/opr/online-services/background-checks/> for more information.
- **Be sure to get a receipt for your fingerprints as you will be required to upload it.**

To have fingerprints taken in Vermont: [Click here](#) for a list of Vermont Identification Centers or contact your local law enforcement agency to inquire if they provide fingerprinting services.

To have fingerprints taken outside of Vermont: Contact a local law enforcement agency. If prints are done outside of Vermont they must be “ink prints” completed on the FD-258 fingerprint card.

Once VCIC receives your information, it can take 12 weeks for OPR to receive results. We will make every effort to process the results quickly. Due to the high volume, we expect increased processing time.

For more information on background checks, please visit OPR's [Background Check Webpage](#).

[RN or LPN RE-ENTRY:](#)

To qualify for re-entry, you must hold an active license in another state or have previously held a VT RN or LPN license.

1. Complete the online application for renewal if you were a previously licensed nurse in Vermont or apply on the basis of endorsement if you have never held a Vermont license.
2. Pay the application Fee (Non-Refundable Processing fee).
3. Complete and upload Re-Entry Supervision form.
4. Upon completion of the Re-Entry program complete and submit the Re-Entry Evaluation form.