



**DISTRICT OF COLUMBIA  
DEPARTMENT OF HEALTH  
HEALTH PROFESSIONAL LICENSING ADMINISTRATION  
BOARD OF NURSING**

To expedite the processing of your **NEW LICENSE APPLICATION** be sure to follow the instructions carefully before mailing your application package. It is important to send in all the required supporting documents listed below based on the method by which you are applying:

Note: LPN – License Practical Nurse / RN – Registered Nurse

**LPN / RN EXAMINATION**

Checklist of Supporting Documents required:

- A completed and signed application for DC License.
- Two (2) recent passport photos (2" X 2")
- If a Foreign Nursing School Graduate, submit an official Applicant CGFNS Certificate
- Social Security Number or a sworn Affidavit attesting you do not hold a social security number.
- Request Official transcript from an Accredited School and forward it to:

**HPLA**

**Board of Nursing**

**, - - Bcfl 7 Ud]rc`Stf Yfh N9**

**First Floor**

**Washington, DC 20002**

**Note: All foreign transcripts must be translated into English before submitting**

- Fee must be in the form of Check, Money order or Certified Check Payable to DC TREASURER.
- \$187 for Application and License Fee

**LPN / RN - REXAMINATION**

- A completed and signed application for DC License.
- Two (2) recent passport photos (2" X 2")
- Social Security Number or a sworn Affidavit attesting you do not hold a social security number.
- \$85 Re-exam Fee only if you do not achieve a passing score form initial Examination Application.**

**LPN / RN ENDORSEMENT**

Checklist of Supporting Documents required:

- A completed and signed application for DC License.
- Two (2) recent passport photos (2" X 2")
- Copy of most recently obtained State Licenses
- Provide letter of verification from original state of licensure – The verification must include the NCLEX or SBTPE (State Board Test Pool Examination) with a passing score **MANDATORY**
- If the original state is expired, you **MUST** also provide a letter of verification from your **CURRENT** state of licensure.
- Social Security Number or a sworn Affidavit attesting you do not hold a social security number.
- No transcript required**
- Fee must be in the form of Check, Money order or Certified Check Payable to DC TREASURER.
- \$230 for Application and License Fee

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**Note: RN – Registered Nurse with Advanced Authority**

**1<sup>st</sup> TIME RN /ENDORSEMENT WITH AUTHORITY(IES)**

**Select an authority (ies):**

- Nurse Practitioner
- Clinical Nurse Specialist
- Certified Nurse Midwife
- Registered Nurse Anesthetist

Checklist of Supporting Documents required:

- A completed and signed application for DC License.
- Two (2) recent passport photos (2" X 2")
- Copy of most recently obtained State Licenses
- Provide letter of verification from original state of licensure – The verification must include the NCLEX or SBTPE (State Board Test Pool Examination) with a passing score

**MANDATORY**

- If the original state is expired, you **MUST** also provide a letter of verification from your **CURRENT** state of licensure.
- Social Security Number or a sworn Affidavit attesting you do not hold a social security number.
- Advanced RN Specialty Form from ANCC, ANA, etc.
- No transcript required**
- Fee must be in the form of Check, Money order or Certified Check Payable to DC TREASURER.
- \$375 for Application and License Fee with ONE authority – Each additional authority is \$119 each.

**EXISTING DC RN-Adding Authority(ies) Only**

**Select an authority (ies):**

- Nurse Practitioner
- Clinical Nurse Specialist
- Certified Nurse Midwife
- Registered Nurse

Checklist of Supporting Documents required:

- A completed and signed application for DC License.
- Two (2) recent passport photos (2" X 2")
- Copy of most recently obtained State Licenses
- Social Security Number or a sworn Affidavit attesting you do not hold a social security number.
- Specialty Form from ANCC, ANA , etc.
- No transcript required**
- Fee must be in the form of Check, Money order or Certified Check Payable to DC TREASURER.
- \$230 for Application and License Fee with ONE authority. Each additional authority is \$119 each.