



Board of Nursing

Wes Moore, Governor · Aruna Miller, Lt. Governor · Laura Herrera Scott, M.D., M.P. H., Secretary

CNA INITIAL APPLICATION INSTRUCTIONS FOR APPLICANTS WHO DO NOT HAVE A SOCIAL SECURITY NUMBER OR AN INDIVIDUAL TAX ID NUMBER

Pursuant to the Annotated Code of Maryland, Family Law Article [§ 10-119.3\(b\)\(3\)\(i\)\(2\)](#), the following instructions are intended to assist individuals applying for a nursing assistant or geriatric nursing assistant certification in Maryland who **DO NOT** have a social security number or individual tax identification number. Please read the instructions carefully and in full.

Step 1- Complete the paper application

- Complete the [CNA endorsement application](#) and sign the [Affidavit for Licensing](#). You may also pick up an application and affidavit at the Maryland Board of Nursing office at 4140 Patterson Avenue Baltimore, MD 21215.

Step 2- Paper Confirmation Letter

- The Board approved CNA training program must provide a confirmation letter, stating you have completed the program. The letter must be on letterhead and include your name, date of birth, completion date and it has to be signed by the Instructor or Program Director.

Step 3- Complete a fingerprint and background check

- In Maryland (applicants physically present in Maryland at the time of application)
 - Download the [Live Scan Background/fingerprinting](#) form. Note that neither a social security number nor individual tax ID number is required for fingerprinting. You may leave that field blank.
 - Enter the **Agency Authorization# 9300000850** and **ORI# (if required): MD920480Z** in the appropriate field on the form.
 - Take the completed form to any fingerprinting facility in Maryland that reports to the Criminal Justice Information System (CJIS)
- Outside of Maryland (applicants who are not in Maryland at the time of application)
 - Request an “Out-of-State” fingerprinting card from the Board of Nursing Endorsement Unit at mdbon.inac@maryland.gov. A card will be mailed to you at the address provided.
 - Include **Agency Authorization# 9300000850** and **ORI# (if required): MD920480Z** on the fingerprint card. Take the card to a fingerprinting facility where your fingerprints will be obtained.

- Mail completed fingerprint card to CJIS at:
6776 Reisterstown Road, Baltimore, Maryland 21215
- For specific fingerprinting questions, contact CJIS by phone at (410) 764-4501 or 1 (888) 795-0011 Hours 9:00 am to 5:00 pm EST.

Or access the website at: <https://www.dpscs.state.md.us/publicservs/fingerprint.shtml>

Step 4- \$20 application fee

- The \$20 application fee can be paid by **money order, cashier's check, facility check, or personal check - made payable to the Maryland Board of Nursing, credit card (Visa, Mastercard, Discover), or debit card; Cash not accepted.**

Step 5- Passport size photo

- 2 by 2-inch photo must be attached to page 2 of the application

Step 6- Signed Affidavit

- The Affidavit will be provided with the application and the application will be considered incomplete without the affidavit.

Mail payment and the completed application with the affidavit to:

Maryland Board of Nursing
4140 Patterson Avenue
Baltimore, Maryland 21215
Attention: CNA Initial Unit

Please email the endorsement unit at mdbon.inac@maryland.gov with any questions about the application process