



Board of Nursing

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

CNA ENDORSEMENT 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 **by endorsement** 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- Provide your current and active Out of State CNA certification

- Log online to the state(s) that you are currently certified in and print your current and active certification showing your certification number and expiration date

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 an 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.cnaend@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>

- A copy of the fingerprint/background check receipt showing your tracking number must be submitted with the application.

Step 4- \$20 application fee

- The \$20 application fee can be paid by **money order, cashiers 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

Mail payment and the completed application with the affidavit to:

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

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