



## Paperless License Questions & Answers

**Q1. Is it true that the Mississippi Board of Nursing will no longer issue the traditional paper license wallet cards?**

A1. Yes. The traditional paper license wallet card will no longer be produced or distributed effective September 3, 2010.

**Q2. How will I provide evidence that I am a licensed nurse?**

A2. If you renew each cycle, you can access the Mississippi Board of Nursing Online License Verification free of charge at [www.msbn.state.ms.us](http://www.msbn.state.ms.us), for primary source verification and evidence that you are a licensed nurse. Keep in mind, the wallet cards do not make you a nurse, you make the nurse.

**Q3. My employer is requesting a photocopy of my license, now that cards will no longer be produced, what should I do?**

A3. Your employer will need to access the Mississippi Board of Nursing Online License Verification at [www.msbn.state.ms.us](http://www.msbn.state.ms.us) to check the status of your license.

**Q4. I am an expanded role LPN (IV therapy or Hemodialysis), how do I provide proof of my expanded role?**

A4. If you renew each cycle, you and/or your employer can access the Mississippi Board of Nursing's Online License Verification free of charge at [www.msbn.state.ms.us](http://www.msbn.state.ms.us), for primary source verification and evidence that you are a LPN with an expanded role privilege.

**Q5. What kind of information will the Online License Verification provide?**

A5. The following information can be retrieved free of charge from the Online License Verification:

- License Number
- First and Last Name
- Type of License (RN or LPN)
- Advanced Practice Status (NP, CRNA, CNM)
- Discipline Indicator
- Compact (Multi-State) Privilege
- Status of License (Active, Lapsed, Inactive, etc.)
- Expiration Date
- Original Issue Date

**Q6. How much does it cost to use the Online License Verification?**

A6. The Online License Verification can be used free of charge. If other information other than what is displayed is requested (i.e., discipline), there will be a charge of \$20.00.

**Q7. How do I access the Online License Verification?**

A7. Go to [www.msbn.state.ms.us](http://www.msbn.state.ms.us), click on the Online License Verification link located under the Online Services category in the lower left of the screen in the menu column. The Nurse Verification screen will appear. Click on Continue in the lower right of the screen. Enter the license number and last name or the last four digits of the social and last name in order to retrieve information. Click on Enter when information has been inputted. The licensure information will appear next. You may print a copy of the screen if needed.

**Q8. I renewed my license online and checked the Online License Verification and it still does not show that I renewed, is something wrong?**

A8. The Online License Verification is not real time; therefore changes will not immediately appear. If you renew online and then immediately check the status it will not appear updated. Data is typically uploaded in 1 to 2 business days. You will need to allot for 1 to 2 business days to see the updated data. The 1 to 2 business days may vary depending on volume, scheduled holidays, or system down time.

**Q9. Will the renewal period remain the same for the LPN and RN if we go paperless?**

A9. Yes the renewal periods will remain the same. Going paperless will not affect the renewal process itself; however, keep in mind a wallet card will not be distributed. RN licenses expire December 31<sup>st</sup> of even number years and LPN licenses expire December 31<sup>st</sup> of odd number years. The licensee will be held accountable for renewing his/her license.

**Q10. Will there be wallet cards distributed for licensure by renewal, examination, endorsement, and/or reinstatements?**

A10. Paper wallet cards will no longer be produced or distributed for any Mississippi licensed nurses.

**Q11. Mississippi is my original state of licensure, I am endorsing into another state and they require a photocopy of my license. If going paperless how can this be done?**

A11. The state in which you are endorsing to will need to access the Mississippi Board Of Nursing Online License Verification to obtain information regarding your original date of licensure and/or other licensure information. In addition, you may access the Online License Verification system and print a copy of the screen that contains your licensure information.

**Q12. Will license verifications be given over the phone?**

A12. License verifications will not be given over the phone or in person. You will need to access the Online License Verification to obtain information.

**Q13. Since Mississippi is going paperless will I still need to keep my address updated and notify of name changes?**

A13. Yes it is important that you keep your information updated. Keep the Board informed of your address changes and name changes. You may download a change of address form and/or a name change affidavit from our web site. Changes of address must be submitted in writing and are free of charge. Name changes require supporting legal documentation and are \$25.00.

**Q14. I have been a Mississippi licensed nurse for many years and we have always had a wallet card. I feel more empowered and authentic having a wallet card. Will you print a wallet card for me?**

A14. No. Paper wallet cards will no longer be produced or distributed. It will be a change for all that have grown accustomed to the wallet card. For the purpose of authenticity and protection of the public from nurse impostors it is a change that the Board needs to make. It's hard to say goodbye, but we have transitioned to the paperless license.

**Q15. Why go paperless?**

A15. There are many advantages to going paperless:

- Licensure status can be verified at any time from any where online
- There is no loss of the card through theft, misplacement, or destruction
- Identity theft and duplication are minimized
- Information about nursing licenses is updated daily versus a hard copy license which is updated every 2 years.

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