

## Declaratory Order Information from the Texas Board of Nursing

### TEXAS BOARD OF NURSING

333 Guadalupe - Suite 3-460, Austin, Texas 78701  
(512) 305-7400 – Web Site: [www.bon.texas.gov](http://www.bon.texas.gov)

### **Petition for Declaratory Order (DO) – RN/LVN**

Before submitting your Declaratory Order be advised that  
**ALL FEES ARE NON-REFUNDABLE.**

A Petition for Declaratory Order (DO) is a formal disclosure to the Board of an eligibility issue that may prevent an applicant from taking the NCLEX and receiving initial licensure. The DO permits the Board to make a decision regarding a petitioner's eligibility for licensure **prior to entering or completing a nursing program**. The \$150 fee is required if the Board has completed the initial eligibility review and determined that an official investigation is required.

#### **You should submit the DO & \$150 if:**

1. You submitted fingerprints as part of the New/Accepted Student Roster process & you received an outcome letter from the Board requesting the submission of the DO & \$150.

#### **You should submit the DO ONLY if:**

1. You submitted fingerprints as part of the New/Accepted Student Roster process & received a Blue Card, BUT have to disclose a non-CBC related eligibility issue (i.e. questions 2-5 on the DO).
2. You are attending an out-of-state nursing program, are more than 6 months away from graduation, and have an eligibility issue to disclose to the Board.

**NOTE:** You will need to contact the Board for specific instructions on submitting the DO without the \$150 payment.

#### **Petitioners must submit the following items for their file to be considered complete & ready for review:**

1. Petition for Declaratory Order & \$150 (if required)
2. Fingerprint submission for a criminal background check (CBC) completed through Identogo

You will receive an email from Identogo with instructions on how to complete your fingerprints. The email will not be sent until we've received your DO.

Petitioners who submitted fingerprints as part of the New/Accepted Student process won't need to complete this step. You will receive an email from Identogo if Board staff confirms that you are required to re-fingerprint.

**\*\*Keep in mind that additional requirements may be added at any time during the review process.**

#### **Processing Timeframes**

The DO & \$150 are valid for **1 year from the date received**. All requirements must be submitted within that year or a new DO & \$150 will be required before the eligibility review can begin.

Board staff processes items within **10 business days** of the date the items are received. All items are processed in date order.

#### **Eligibility Review Timeframes**

An eligibility review can take an average of 90 days. The review begins within 10 business days of the Board receiving the last required item. Files are reviewed on a case by case basis and cannot be expedited. You will be contacted by BON staff if additional material is needed for the review. You will be sent an outcome letter at the conclusion of the eligibility review.