

# Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935  
Madison, WI 53708-8935

FAX #: (608) 261-7083  
Phone #: (608) 266-2112

1400 E. Washington Avenue  
Madison, WI 53703

E-Mail: [web@dps.wi.gov](mailto:web@dps.wi.gov)  
Website: <http://dps.wi.gov>

## BOARD OF NURSING

### INFORMATION FOR COMPLETING REGISTERED NURSE RE-REGISTRATION APPLICATION

#### GENERAL INFORMATION

Please complete this application if your Wisconsin registered nurse license has been expired for 5 years or more.

A professional registered nurse who has failed to renew his or her license within 5 years of application for re-registration, and who is unable to document work in other jurisdictions or current education or experience in the field, should check the box for a **limited license** on Form #2460 to enable the applicant to complete a **nurse refresher course**. Upon successful completion of the refresher course, the license holder may petition the board for full license.

#### INSTRUCTIONS FOR COMPLETING THE APPLICATION

- Application (Form #2460):** Complete the enclosed application and attach the total fee. Make check payable to "Department of Safety and Professional Services". Mail to the Board of Nursing at P.O. Box 8935, Madison, WI 53708-8935. See page 2 of Form #2460 for other required documentation.
- Verification of Licensure:** We require verification of your registered nurse license from every state in which you have ever held a registered nurse license (since the expiration of your Wisconsin registered nurse license).

To obtain verification from another state board, you **must first** view the NURSYS web site at ([www.nursys.com](http://www.nursys.com)) to see if your verification can be processed through NURSYS. Please follow their instructions for online processing.

If the state in which you **currently have or ever held** a license as a registered nurse **is not** one of the participating states which uses the NURSYS program, complete the enclosed form #741 (this form may be copied). You must first contact each state board prior to forwarding this form to see if a fee is required for this service. This completed form must be returned directly from the other state board to the Board of Nursing at P.O. Box 8935, Madison, WI 53708-8935. Verifications received from the applicant will be rejected by the Board.

#### AMERICANS WITH DISABILITIES ACT

The department complies with the Americans With Disabilities Act of 1990. The department will make reasonable modifications to policies, practices and procedures when modifications are necessary to avoid discrimination on the basis of disability and will make reasonable accommodations necessary to provide a qualified individual with a disability with equal access to department programs.

**Complaints:** Procedures for alleging violations of the Americans with Disabilities Act of 1990 may be obtained by calling the Department's ADA Coordinator at (608) 266-8608 or TTY at (608) 267-2416.

#### REQUESTS FOR EXAMINATION MODIFICATIONS FOR PERSONS WITH DISABILITIES

**Candidates must indicate at the time of application to the department that modifications are being requested.** Requests must include a specific description by the candidate of requested modifications, a letter of diagnosis of specific disability from a qualified professional, and a letter from the nursing education program indicating what modifications were granted by the program. Request forms are available at (608) 266-2852 or TTY at (608) 267-2416.

#### MAILING ADDRESS AND CHANGE OF ADDRESS

Credential holders may use a business address as a mailing address for department mail. A change of address must be reported to the department within 30 days.

#### MAILING INSTRUCTIONS

Mail the application, the appropriate fee, and supporting documentation to the following address:

U.S. Postal Service:

DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES  
BOARD OF NURSING  
PO BOX 8935  
MADISON WI 53708-8935

Expedited Delivery Services:  
(i.e. Fed Ex, UPS, etc.)

DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES  
BOARD OF NURSING  
1400 E. WASHINGTON AVENUE  
MADISON WI 53703