



Oregon State Board of Nursing
 17938 SW Upper Boones Ferry Rd.
 Portland, OR 97224-7012
 971-673-0685
 www.oregon.gov/OSBN

Oregon State Board of Nursing

Request for Inactive or Retired Licensure Status

ATTENTION: Use only black or blue pen to fill out this form, and print all information legibly. Please read Section 2 carefully in order to select the appropriate type of request to update your license/certificate with the Oregon State Board of Nursing (OSBN).

Section 1: Type of Request- Check the appropriate box for what type of status request you are submitting. See below for a description of each status type and eligibility requirements.

<input type="checkbox"/> Inactive Status	<input type="checkbox"/> Retired Status
Note: There is no fee associated with this request.	

IMPORTANT: By choosing to make your Oregon license/certificate Inactive or Retired, you may no longer practice, or offer to practice in a paid or voluntary capacity as a nurse in this state, per Oregon Revised Statute (ORS) 678.050(5) & (6)(a-b).

Section 2: Eligibility and Description of Status

1. **Inactive Status-** This type of request allows an eligible Oregon licensee/certificate holder to make their licensure "inactive" until the individual wishes to reactivate it through the application process. Inactive status does not need to be updated or "renewed", as the license/certificate will stay dormant on file with OSBN unless reactivated.

An Oregon licensee may request "Inactive" status if:

- a. They currently hold an Oregon unencumbered license/certificate, or it was at the time it expired; AND
- b. They are not currently under investigation for any pending disciplinary action against their Oregon license/certificate.

2. **Retired Status-** This is an *honorary* title status that OSBN offers to Oregon licensee/certificate holders. This status allows the nurse to add "retired" to their signature after their name and title (i.e. RN, Retired). Retired status does not need to be updated or "renewed", as the license/certificate will stay dormant on file with OSBN unless reactivated through the application process.

An Oregon licensee may request "Retired" status if:

- a. They currently hold an Oregon unencumbered license/certificate, or it was at the time it expired; AND
- b. They are not currently under investigation for any pending disciplinary action against their Oregon license/certificate.

Section 3: Licensee/Certificate Holder Information

Last Name:		First Name:	
Mailing Address:		City:	Zip:
Oregon License/Certificate Number:	Type of Oregon License/Certificate Held: <input type="checkbox"/> CNA/CMA <input type="checkbox"/> LPN/RN <input type="checkbox"/> APRN (NP, CRNA, CNS)		State:
Primary Telephone: <input type="checkbox"/> Unlisted	Date of Birth (mm/dd/yyyy):		
Secondary Telephone: <input type="checkbox"/> Unlisted	Email Address:		
I authorize the above information to be used to update my records on file with the Oregon State Board of Nursing.			
Signature: _____		Date (mm/dd/yyyy): _____	

Mail or fax your completed form and applicable documentation required to the contact information listed below. OSBN will process your request within 10 business days. You may call OSBN at 971-673-0685 if you have any additional questions regarding this process. To view your updated records, go to the [OSBN Online Verification System](#).

Mail, fax, or email request form and applicable documentation to:

Oregon State Board of Nursing
 17938 SW Upper Boones Ferry Rd
 Portland OR 97224
 Fax: 971-673-0652 attn Licensing
 oregon.bn.info@state.or.us