



Texas Nurse Aide Registry
Request for Entry on the Texas Nurse Aide Registry Through Reciprocity

Form 5505-NAR
 April 2022-E

Applicant Information (To be completed by applicant.)

Note: You are not eligible to be employed as a nurse aide in the state of Texas until your request has been approved and you have been entered into the registry.

Please read the following instructions before completing this form.

- Complete all information in Section 1. Your signature is required at the bottom of Section 1 to verify that information you provided is correct.
- Once Section 1 is complete, email this form, a legible photocopy of a picture identification that shows your birth date and the correct spelling of your name, copy of your Social Security card, and your criminal history results for all last names you ever had from the Department of Public Safety (DPS) <https://publicsite.dps.texas.gov/DpsWebsite/CriminalHistory/> to: nurseaideregistry@hhs.texas.gov. (Please see back of form for further instructions.)
- If you do not have an expiration date in the state you are active in, you must also complete and submit Form 5506-NAR, Employment Verification. The form must be completed by your most recent employer (within the last two years).

Name (Last, First, Middle):			Maiden Name (if applicable):		
Social Security No.:	Sex: <input type="radio"/> Male <input type="radio"/> Female	Date of Birth:	Email Address:		
Mailing Address (Street or P.O. Box):					
City:		State:	ZIP Code:	Phone No.:	
State(s) Where Issued:		Nurse Aide Certificate No.(s)		Issue Date(s):	
Signature – Applicant			Date		

You must submit the following items:

- Completed Form 5505-NAR – Signed and dated
- Copy of state issued current photo ID
- Copy of your Social Security card
- Texas Department of Public Safety criminal history check for all legal last names ever had (either fingerprint cards with results or name based completed online for all last names ever used)

Address:

Instructions

Nurse Aides who are listed active on a registry in another state and are requesting to be placed on the Texas Nurse Aide Registry by reciprocity must meet eligibility requirements listed, per Texas Standards for Nurse Aides, §26 TAC 556.11(b)(1-5). No person listed as unemployable on the Employee Misconduct Registry (EMR) or who has been found to have a conviction of a criminal offense listed in Texas Health and Safety Code, §250.006, will be eligible for reciprocity. Chapter 250 and a list of convictions can be found at statutes.legis.state.tx.us/Docs/HS/htm/HS.250.htm#00.

Nurse Aide Registry staff will complete the EMR check.

The individual requesting reciprocity must obtain a criminal history check from the Texas Department of Public Safety (DPS). For instructions on how an individual can obtain a named-based criminal history check for all names ever used, visit the website: <https://publicsite.dps.texas.gov/DpsWebsite/CriminalHistory/>.

You must submit your criminal history results along with the reciprocity Form 5505-NAR to be placed on the Texas Nurse Aide Registry by reciprocity.

Applicant, did you:

- Sign the form?
- Include your criminal history results for all last names you ever had, a legible photocopy of your state issued picture identification showing your birth date and correct spelling of your name, and a copy of your Social Security card?

Did you know?

- You can verify certificate status by using the following link: emr.dads.state.tx.us/DadsEMRWeb/
- You can download forms from our website: hhs.texas.gov/doing-business-hhs/licensing-credentialing-regulation/credentialing/nurse-aide-registry/nar-forms

Email the completed form and required documents to the Texas Nurse Aide Registry at

nurseaideregistry@hhs.texas.gov.

Your request will be processed within 20 business days of receipt.

With a few exceptions, you have the right to request and be informed about the information that the Texas Health and Human Services Commission (HHSC) obtains about you. You are entitled to receive and review the information upon request. You also have the right to ask HHSC to correct information that is determined to be incorrect (Government Code, Sections 552.021, 552.023, 559.004). To find out about your information and your right to request correction, please contact the Nurse Aide Registry at 512-438-2050.