

## Nevada Statewide Search Instructions

**Summary** – The state of Nevada requires that a Nevada Department of Public Safety custom authorization form be provided to the state in order to proceed with the search. In addition, fingerprints are also required. The authorization form is a specific form. All generic authorizations will be rejected by the state.

### Fingerprint Card

The candidate for employment should contact a local policing authority and inquire about the process for obtaining fingerprints.

- It is possible that you may be charged a fee for this service depending on the local police.
- Nevada does not require a specific fingerprint card and will accept any card done at a policing authority.
- You should inquire with the local policing authority if they have fingerprint cards available to you. If the policing authority requires that you provide the fingerprint card, please email [FishersClinicalServicesShipping@fadv.com](mailto:FishersClinicalServicesShipping@fadv.com) and request an original fingerprint card. Please include your full name, mailing address and the company you are applying to in your email and a card will be mailed to you immediately.

### Nevada Department of Public Safety Authorization Form

- The form is attached below.
- The top section of the form should be completed by the applicant.
- No fees or money should be sent to First Advantage when submitting the authorization form.

### How to submit the form to First Advantage

The two documents (fingerprint card and signed authorization form) should be mailed to the below address. Please ensure that your name is clearly written on these documents. It is recommended that you choose a mailing method that includes a tracking number.

First Advantage  
Attn:CRRG  
11800 Exit 5 Parkway, Suite 120  
Fishers, IN 46037





**To Obtain a Copy of Nevada  
Criminal History Records  
(DPS-006)**

The Nevada Criminal History Repository provides personal criminal history record information for the State of Nevada *only*. We cannot provide information for other states or the Federal Bureau of Investigation (FBI). In order to obtain your State of Nevada record, or proof that one does **not** exist, please follow the instructions below.

Who may request a copy of Nevada Criminal History Record Information (or proof that a record does **not** exist).

- Only the subject of the identification record can request a copy of his or her own Nevada Criminal History Record Information.

Please follow the instruction below on how to request a copy of Nevada Criminal History Record Information (or proof that a record does **not** exist).

1. Complete the Identification File Request for Nevada Records of Criminal History Form, DPS-006 (PID) on page 4. Please note, if for a couple, family, etc., all persons must obtain their own packet and complete the DPS-006 form in its entirety.
2. Obtain proof of identity via 1 fingerprint card complete with name, date of birth (DOB), place of birth (POB), sex, race, height, weight, hair color, and eye color. Fingerprints should be placed on a standard fingerprint card FD-258. Please note that the fingerprint card must contain all ten fingerprints taken simultaneously (these are sometimes referred to as plain or flat impressions) and your signature must be on the card. Fingerprints must be taken, dated, and signed by a certified fingerprinting technician. Only an original card will be accepted, please do not submit copies or previously processed cards.
3. Payment in the amount \$27.00 (US dollars), per applicant, is required. Payment can be made in the form of Money Order or Certified Check made out to the Nevada Department of Public Safety.
  - Money Orders and Certified Checks must be for the exact amount and signed where required.
  - No personal checks or cash will be accepted.
  - If for a couple, family, etc., please include \$27.00 (US dollars) for each applicant.

4. Please staple all of the items indicated in #1, #2 and #3 (listed above) together and return to the address indicated below:

Department of Public Safety  
Records, Communications and Compliance Division  
333 West Nye Lane, Suite 100  
Carson City, Nevada 89706

*Company Name:* \_\_\_\_\_  
*Attention:* \_\_\_\_\_  
*Address:* \_\_\_\_\_  
*City, State and Zip Code:* \_\_\_\_\_

**\*NOTE\*** *If any of the above items are missing or incomplete, the request will be returned.*

**All information required unless otherwise stated.**

**Type or Print legibly – unreadable documents may be returned.**

**Please allow approximately 45 days for processing, upon receipt by the Repository.**

5. What you will receive when the process is complete:
- State Negative Record Response – a letter indicating that no State of Nevada Record was found.
- or
- State Positive Record Response – a letter indicating that a State of Nevada Record was located, along with the complete content of that record.

