



NEVADA STATE CONTRACTORS BOARD

2310 Corporate Circle, Suite 200, Henderson Nevada, 89074 (702) 486-1100 Fax (702) 486-1190 Investigations (702) 486-1110
9670 Gateway Drive, Suite 100, Reno, Nevada, 89521 (775) 688-1141 FAX (775) 688-1271, Investigations (775) 688-1150

APPLICATION FOR CHANGE OF: CORPORATE OFFICER OF A CORPORATION OR MEMBER / MANAGER OF A LIMITED LIABILITY COMPANY

General Instructions

1. Please type or print in ink when completing this form.
2. Make sure the application is properly signed by a corporate officer or managing member.
3. Read all instructions carefully. The Nevada State Contractors' Board (Board) desires to provide courteous and timely service to all applicants. To maximize its efficiency and the level of service, the Board will process complete applications only. **A complete application includes all applicable supporting documents and fees. The Board will not act as your agent in gathering information or supporting documents necessary for the consideration of this application. Incomplete applications will be returned to you.**
4. Complete each section, and answer all questions on this form.
5. Attach a copy of your corporate minutes or LLC minutes showing the election of each new officer, member or manager.
6. This form cannot be used to change the qualified person. If there has been a disassociation of the qualified person, you must notify the board in writing, within 10 days (including the date of disassociation), and file the necessary change application. (The required application form is available on our web site: www.state.nv.us/nscb/, or from an office of the Board.)
7. Include required fee of \$250.00

SECTION 1 – BUSINESS NAME; LICENSE NUMBER

Business Name: Use the legal business name as it appears on your license. If there has been a change in your legal business name, a separate change of name application is required.

License Number: This form can be used for more than one license only if the licenses are held by the same business entity.

Legal Business Name: _____
(Use Name as Set Forth on the License)

License Number (s): _____

Phone No.: (____) _____ **Facsimile No.:** (____) _____

FOR OFFICE USE ONLY – DO NOT WRITE IN THIS SPACE

Date Received: _____ Amount: _____ Receipt #: _____ File No.: _____

Withdrawn Date: _____ Reason: _____ Application No.: _____

Approved: _____ Denied: _____

Transaction Closed: Date: _____ Entered by: _____

SECTION 2 - BUSINESS ENTITY TYPE

This form can be used to change the corporate officers of an existing corporate license, or the members with managing authority and/or managers of an existing limited liability company license. **This form cannot be used to change the license entity.**

This application is for a (check the appropriate business entity):

Corporation – **Corporations may limit the reporting of personnel changes to: the President, Secretary, Treasurer and any officer who has managerial and/or signatory authority in Nevada or is authorized to legally bind the licensee.**

You must attach a copy of the corporate minutes showing the election of any new officer or the change of an existing officers title.

Limited Liability Company – **You must attach a copy of the minutes for the election or appointment of any new members or manager.**

Limited Liability Companies: If any of your members are legal entities, or if your LLC has elected officers, please include an organizational chart identifying the individuals associated with the member entities.

SECTION 3 - PERSONNEL

Personnel: Supply the identifying information below for each person to be added or deleted from this license.

Background Disclosure Statement: Each person you are adding to this license must complete a background disclosure statement. The required form is on page 4.

Add	Delete	Change		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Full Legal Name: _____	Title: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Full Legal Name: _____	Title: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Full Legal Name: _____	Title: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Full Legal Name: _____	Title: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Full Legal Name: _____	Title: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Full Legal Name: _____	Title: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Full Legal Name: _____	Title: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Full Legal Name: _____	Title: _____

Note: Attach a copy of your corporate minutes showing the election or appointment of each officer, manager, or member to be added to this license.

SECTION 4 - WAIVER OF RIGHT TO NOTICE

Nevada law (NRS 241.033) states that “a public body shall not hold a closed meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of any person unless it has given written notice to the person of the time and place of the meeting. The written notice must be: a) Delivered personally to that person at least five (5) working days before the meeting; or b) Sent by certified mail to the last known address of that person at least twenty-one (21) working days before the meeting. A public body must receive proof of service of the notice required by this section before such a meeting may be held.”

In practical terms, this means that after your application has been processed and is ready for action, the Board cannot act on your application for at least twenty-one (21) working days. Many applicants do not wish to have their applications delayed for this period and waive the notice requirement.

Indicate your choice by marking the appropriate box:

I understand that I am entitled to the above-stated notice as provided by NRS 241.033, and hereby waive that notice for the purpose of allowing the Nevada State Contractors Board to expedite consideration of my application. I further understand that I am not waiving my right to request a hearing before the Board at a later date if the Board denies my application for any reason, nor am I waiving any right of appeal.

I have chosen not to waive my right to notice, and request a twenty-one (21) day written notice in accordance with NRS 241.033.

SECTION 5 - AFFIDAVIT AND AUTHORIZED SIGNATURE

I am authorized to sign this Affidavit and Release Authorization on behalf of the licensee described and identified in this application.

To the best of the licensee's / applicant's knowledge, the information contained in the application and its supporting documents are free of fraud, misrepresentation, or omission of material fact. To the best of the licensee's / applicant's knowledge, the information contained in the application and its supporting documents are truthful, correct, and complete; and, discloses all material facts regarding the applicant and associated individuals necessary to properly evaluate the applicant's qualification for licensure.

The licensee / applicant will ensure that any information subsequently submitted to the Board in conjunction with this application or its supporting documents meets the same standard as set forth above.

The licensee / applicant understands that this application will be classified as a public record and will be available for inspection by the public, except with regard to the release of information classified as confidential pursuant to NRS 624.110.

The licensee / applicant understands that the Nevada State Contractors Board has the authority to conduct appropriate background investigations for the purpose of verifying all statements and facts represented in this application and supporting documentation.

Signature Requirements: A principal of the applying company must sign this application.

By: _____ Title: _____
(Signature of Corporate Officer or Managing Member)

_____ Date: _____
(Print Name)





NEVADA STATE CONTRACTORS BOARD APPLICANT BACKGROUND DISCLOSURE STATEMENT AND AUTHORIZATION FOR RELEASE OF INFORMATION

BUSINESS NAME: _____

NRS 624.263 and NRS 624.265 authorizes the Nevada State Contractors Board (NSCB) to conduct background investigations for all persons listed on the license application, and to request fingerprints for submission to the Nevada Highway Patrol (NHP) and the FBI for a determination of identity, fugitive status or prior criminal history.

Misrepresentation is a violation of NRS 624.3013(2) and NRS 624.3016(7) and is cause for denial of your application.

A COPY OF A VALID STATE DRIVER'S LICENSE OR VALID GOVERNMENT ISSUED PHOTO I.D. MUST ACCOMPANY THIS FORM. A separate form must be completed by each principal, member, officer, director, partner, or associate.

FIRST NAME	MIDDLE NAME	LAST NAME				
TITLE	DATE OF BIRTH	PLACE OF BIRTH	SOCIAL SECURITY NUMBER			
OTHER NAME USED, (IF APPLICABLE) SEX	RACE	HEIGHT	WEIGHT	HAIR COLOR	EYE COLOR	
RESIDENCE ADDRESS (AND MAILING ADDRESS IF DIFFERENT)		CITY	STATE	ZIP		

- Have you ever, as an individual or principal of a corporation or other business entity, been convicted of, or pled guilty or no contest to a felony crime?
 No Yes – You must complete a criminal disclosure statement for each incident.
- Have you ever, as an individual or principal of a corporation or other business entity, been convicted of, or pled guilty or no contest to any misdemeanor crime? (You may limit your response to misdemeanor convictions within the last 10 years, **unless** the crime involved violence against another person, fraud or theft).
 No Yes – You must complete a criminal disclosure statement for each incident.
- Are there currently criminal charges pending against you?
 No Yes – Attach a detailed explanation, including a copy of the complaint, and/or charging document.
- Within the last 7 years, have you filed or been adjudicated Bankrupt under your individual name, a corporate name or any other business entity name?
 No Yes – Attach a copy of the discharge document. If discharged less than 3 years, attach a complete copy of the proceedings, including a schedule of creditors listed in the bankruptcy petition. If the bankruptcy has not been discharged, include your plan of reorganization and proof of compliance.
- Have you, or any business entities of which you were a member, partner, officer, director, or associate received any notice of liens, suits, judgments, or claims (including tax claims) which remain unsatisfied?
 No Yes – Attach a detailed explanation.
- Are there now any unpaid past due bills for materials, services rendered, or labor?
 No Yes – Attach a detailed explanation.
- Have you, or any business entities of which you were a member, partner, officer, director, associate, or qualified employee had a contractor's license denied, suspended, revoked, or otherwise disciplined **BY NEVADA OR ANY OTHER STATE? Are there any disciplinary proceedings currently pending against you, or any license on which you have appeared IN NEVADA OR ANY OTHER STATE?**
 No Yes – attach a detailed explanation including the name of the state in which the license was held, license number, and business name.
- Do you have a proprietary interest (i.e., ownership, stock, shares) in this applicant? (This question does not pertain to sole proprietors)
 No Yes – Percentage Owned _____
- Are you a citizen of the United States of America?
 No Yes – **If no, attach a copy of INS card and Social Security Card.**



In Consideration for processing my application for a Nevada State Contractor's License, I, the undersigned whose name and personal information voluntarily appear above, do hereby and irrevocably agree to the following:

I hereby authorize the FBI, Nevada Highway Patrol, any Police Department and/or any other agency of criminal justice, to search for and release criminal history record information to the **NEVADA STATE CONTRACTORS BOARD**. In giving this authorization, I expressly understand that the information may include information pertaining to notations of arrest, detentions, indictments, information or other charges for which the final court disposition is pending or is unknown to the above referenced agencies. For records containing final court disposition information, I understand that the release may include information pertaining to dismissals, acquittals, convictions, sentences, correctional supervision information and information concerning the status of my parole or probation when applicable. Further, I understand that the information may include similar information obtained from other local, state and federal criminal justice agencies and may include information pertaining to convicted person data, outstanding arrest warrants, missing persons and current and/or prior gaming and non-gaming sheriff's work cards that were issued to me.

I understand that I may review and challenge the accuracy of any and all criminal history records which are returned to the **NEVADA STATE CONTRACTORS BOARD**.

I hereby release from liability and promise to hold harmless under any and all causes of legal action, the State of Nevada, the Nevada State Contractors Board, its officer(s), agent(s) and/or employee(s) who conducted my criminal history records search and provided information to the requestor for any statement(s), omission(s), or infringement(s) upon my current legal rights. I further release and promise to hold harmless and covenant not to sue any persons, firms, institutions or agencies providing such information to the State of Nevada on the basis of their disclosures. I have signed this release voluntarily and of my own free will.

A reproduction of this authorization for release of information by photocopy, facsimile or similar process, shall for all purposes be as valid as the original.

I ATTEST TO THE TRUTH AND ACCURACY OF THE INFORMATION CONTAINED IN THIS BACKGROUND DISCLOSURE STATEMENT AND AUTHORIZATION FORM, AND SUBMIT THE INFORMATION UNDER PENALTY OF PERJURY, PURSUANT TO NRS 199.120.

Signature

Date: _____

Print Name

