



NEVADA STATE CONTRACTORS BOARD

9670 GATEWAY DRIVE, SUITE 100, RENO, NEVADA, 89521 (775) 688-1141 FAX (775) 688-1271, INVESTIGATIONS (775) 688-1150
2310 CORPORATE CIRCLE, SUITE 200, HENDERSON, NEVADA, 89074, (702) 486-1100 FAX (702) 486-1190, INVESTIGATIONS (702) 486-1110
Website: www.nscb.nv.gov

APPLICATION FOR CONVERSION OF ENTITY

General Instructions

1. Please type or print in ink when completing this form.
2. Make sure the application is properly signed and notarized.
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. 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, or from an office of the Board.)
6. Include Required Fee of \$300.00

SECTION 1 – BUSINESS NAME:

Current Business Name: _____
(Use Name Currently Shown on Your License)

License Number: _____ Email Address: _____
(A separate application is required for each license)

Business Name: The legal business name is the name that will appear on the license and is the actual name under which the contracting business will be conducted. If you will be using a fictitious business name (doing business as), list that name also, and include a filed copy of your fictitious name certificate.

Legal Business Name of Resulting Entity: _____

SECTION 2 – BUSINESS ENTITY

Nevada Revised Statute, Chapter 92A provides for the conversion of certain entity types when the constituent or resulting entity is a domestic entity organized and existing under the laws of the State of Nevada. If neither the constituent nor the resulting entity is a domestic entity organized and existing under the laws of the State of Nevada, see Notice Regarding Conversion of Foreign Entity on page 2.

You should consult with your legal counsel regarding plans of conversion, and whether or not such action is applicable to your business.

FOR OFFICE USE ONLY – DO NOT WRITE IN THIS SPACE

Date Received: _____ Amount: _____ Receipt #: _____ Data Entry: _____

Withdrawn: _____ Approved: _____ Denied: _____

Data Entry Change Request: _____ File Closed: _____



Business Entity: Designate the entity type and State of origin for both the constituent and resulting entity by placing a check mark in the appropriate box and provide the State of origin for both the constituent entity and resulting entity.

CONSTITUENT ENTITY

RESULTING ENTITY

- Corporation – State of Origin _____
- Limited Liability Company – State of Origin _____
- General Partnership – State of Origin _____
- Limited Partnership – State of Origin _____

- Corporation – State of Origin _____
- Limited Liability Company – State of Origin _____
- Limited Partnership – State of Origin _____

You must attach a copy of the filed Articles of Conversion, along with the certificate of authority issued by the Nevada Secretary of State. Additional documents required are as follows:

If the resulting entity is a **Limited Liability Company:** Submit a copy of your Articles of Organization and Operating Agreement.

If the resulting entity is a **Limited Partnership:** Submit a copy of your partnership agreement.

NOTICE REGARDING CONVERSION OF FOREIGN ENTITY: If the resulting entity is not a Nevada business entity, whose conversion is governed by Nevada Revised Statute, Chapter 92A, you must provide a written legal opinion from your own legal counsel regarding the authority for conversion. The opinion must cite the statutory authority which provides for the conversion, and address whether or not the laws governing conversions in that State provide that the resulting entity is a continuation of the constituent entity, and whether or not the liability of the constituent entity flows to the resulting entity.

SECTION 3 – PERSONNEL OF RESULTING ENTITY

Personnel: Supply the identifying information below for each person (or company if an LLC) 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 6. A separate form must be completed for each person.

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.

If additional space is needed, please attach a separate sheet

SECTION 4 - CONTRACTORS LICENSES

Each **new person** that you are adding to this license must provide a list of Contractors licenses on which they have appeared, whether in Nevada or any other state. If your response to this section is “none”, or if you are not adding any new personnel, indicate same in the space below.

Company Name	State	Lic. No.	Issue Date	Current License Status

SECTION 5 - GENERAL QUESTIONS

Answer all questions and attach any supplemental information required. Your answer to each question applies to the constituent and resulting entities, as well as all personnel listed above in section 3.

1. Since obtaining this license, have you, or any of you, had a contractor’s license denied, suspended or revoked by Nevada or any other state? Or been connected with any person, firm, partnership or corporation whose contractor’s license was denied, suspended or revoked by Nevada or any other state?
 No Yes - attach a detailed explanation including State, license number, and date.
2. Are there any judgments, suits or claims pending or recorded against you?
 No Yes - attach a detailed explanation.
3. Are there any liens or stop notices for labor or materials filed on any of your work anywhere?
 No Yes - attach a detailed explanation.
4. Since obtaining this license, have you or any of you, pled “guilty” or “no contest” to, or been convicted of a crime?
 No Yes - attach a detailed explanation for each instance, including copies of the original complaint, information, or indictment and final judgment or conviction for any/ and all arrests.

SECTION 6 - FINANCIAL RESPONSIBILITY

1. Has there been a material change in ownership as a result of the conversion?
 No Yes – If yes, provide names and addresses of persons holding at least a 25% interest.
2. Were all of the assets and liabilities of the constituent entity transferred to the resulting entity?
 No Yes
3. **Financial Statement Requirements:** You must submit a current financial statement (statement) with this application that meets the following criteria.
 - Financial statements must be for the resulting entity.
 - All statements must be in U.S. dollars.
 - All statements must include full disclosures.
 - Business statements must include a classified balance sheet.
 - Personal statements that have been prepared by a Certified Public Accountant must include a supplemental schedule disclosing working capital and net worth.

For License Monetary Limits of \$10,000 or less you must provide one of the following:

- A current financial statement prepared by an independent certified public accountant; or
- A current financial statement submitted on a form prescribed by the Board (available on the Board's website www.nscb.nv.gov, click on contractor forms); or
- A current financial statement (Balance Sheet) prepared using accounting software in accordance with generally accepted accounting principles and accompanied by an affidavit that verifies the accuracy of the financial statement.

*To prevent a delay in the processing of your application, if you are unfamiliar with preparing your own financial statement, you are encouraged to seek the advice of an Accountant.

Note: Self-prepared or compiled statements must be current to within six months from the date the application is received.

For License Monetary Limits more than \$10,000 but less than \$50,000 you must provide one of the following:

- A compiled financial statement prepared by an independent certified public accountant, current within 6 months from the date the application is received; or
- A reviewed or audited by an independent certified public accountant, current within one (1) year from the date the application is received.

For License Monetary Limits of \$50,000 or more but less than \$250,000 you must provide one of the following:

- A compiled financial statement with full disclosures, prepared by an independent certified public accountant, current within 6 months from the date the application is received; or
- A reviewed or audited by an independent certified public accountant, current within one (1) year from the date the application is received.

For License Monetary Limits of \$250,000 or more: you must provide a financial statement that is prepared and **reviewed or audited** by an independent certified public accountant, current within one (1) year from the date the application is received.

4. Bank Verification Form: The bank verification form found on page 11, must be completed by your bank and submitted with your application.

SECTION 7 – QUALIFIED INDIVIDUAL

Qualified Individual: This form cannot be used to change the qualified person on this license. 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, or from an office of the Board.) Check the appropriate box to indicate whether or not the current qualified individual is still associated with the resulting entity, or if they have terminated their employment or association. **All qualified individuals must sign.**

The qualified individual(s) currently listed on this license is still an employee, officer, director, manager, or associate of the resulting entity.

Signature of qualified person

Print Name

Signature of qualified person

Print Name

The qualified individual currently listed on this license terminated their employment or association with this licensee effective on the following date: _____.

SECTION 8 - BOND RIDER

If your license currently maintains a surety bond, attach an original rider from your surety company amending the name on your bond to the Resulting Entity name.

SECTION 9 - 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: _____

(Signature)

Title: _____

(Print Name)

Date: _____



IMPORTANT NOTICE REGARDING THE BACKGROUND DISCLOSURE STATEMENT

YOUR APPLICATION MAY BE DENIED IF YOU FAIL TO MAKE FULL AND ACCURATE DISCLOSURES.

As part of the Nevada State Contractors Board (NSCB) application process, fingerprints are required and credit reports and criminal history records are obtained.

If you as an individual or principal of a corporation or other business entity have **EVER** been convicted of, pled guilty or no contest to the following, you are required to report the information to the NSCB:

1. Any non-violent misdemeanor, including DUI, within the past fifteen (15) years;
2. Any misdemeanor crime involving violence against another person, fraud or theft;
3. Any felony conviction.

You must also provide certified copies of the arrest report and court records for each conviction. **You may also be required to provide copies of the appropriate records reflecting the dismissal or reduction of a felony arrest.**

Your records or fingerprints will be compared to the records of the Nevada Criminal History Repository and the Federal Bureau of Investigation. **If you have EVER been arrested or convicted of a crime in any state, your prior criminal history arrest and conviction information will be reported to the NSCB. Please note: Even if you had your record expunged, charges reduced, dismissed, or sealed, the conviction may still be reported to the NSCB and you may be asked to provide additional information to the Board.**

Failure to disclose a conviction is misrepresentation which violates NRS 624.3016(7) and NRS 624.3013(2) and is grounds for denial. This means you could be denied a license even if the conviction is not related to the duties or qualifications of a contractor.

Just because you have been convicted of a crime does not automatically mean your application will be denied. When reviewing prior criminal convictions, the NSCB considers such additional factors as the seriousness of the crime, the time that has passed since the conviction and any evidence of rehabilitation the applicant submits. **However, if you misrepresent, omit or lie on your application, your application may be denied.** If you have any questions concerning the disclosure of arrests or convictions, please call the Investigations Department of the NSCB, at 702-486-1144 in Henderson or 775-688-7884 in Reno.

DISCLOSE ALL LIENS, LAW SUITS, JUDGMENTS AND CLAIMS, INCLUDING TAX CLAIMS

- You MUST disclose any unpaid or unresolved liens, lawsuits, judgments and claims, including tax claims.
- You should obtain a copy of your credit report before you complete your application. That will help you to disclose all unpaid, unresolved liens or claims, all lawsuits, and all judgments. Pay particular attention to any tax claims or liens that have been made or filed against you.
- If you have entered into any repayment or credit consolidation agreements, attach copies of those agreements to your application.





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, obtain credit reports, 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
EMAIL ADDRESS						

- 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 15 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.
- Do you anticipate filing bankruptcy within the next 6 months?
 No Yes
- 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? OR, have you entered into payment agreements regarding past due taxes or other debts?
 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.**

Background Disclosure Statement & Authorization for Release of Information Page 1 of 2



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:

1. I hereby authorize the **NEVADA STATE CONTRACTORS BOARD (hereinafter "BOARD")** to submit a set of my fingerprints to the Nevada Department of Public Safety, Records Bureau for the purpose of accessing and reviewing Nevada and National criminal history records that may pertain to me. 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.
2. In giving the above authorization, I understand that all information provided to the **BOARD** may be reviewed by the **BOARD** or any other employee within the **BOARD'S** organization deemed necessary to make an informed decision. This information is confidential, as relating to a third party beyond that of the **BOARD** and of the criminal justice agencies in the performance of their official duties, and may not be further disseminated. **(Please initial)** _____
3. I understand that I may review and challenge the accuracy of any and all criminal history records which are returned to the **BOARD**.
4. 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 **BOARD** 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 and the **BOARD** 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.

PURSUANT TO NRS 199.120, I CERTIFY THAT I HAVE CAREFULLY REVIEWED THE INFORMATION CONTAINED IN THIS DOCUMENT AND I ATTEST TO THE TRUTH AND ACCURACY OF THE INFORMATION CONTAINED IN THIS BACKGROUND DISCLOSURE STATEMENT UNDER PENALTY OF PERJURY.

Applicant's Name: _____
(LAST, FIRST MIDDLE) (SIGNATURE)

Address: _____

Date: _____

Submitted by: NEVADA STATE CONTRACTORS BOARD
2310 CORPORATE DRIVE, SUITE 200
HENDERSON, NEVADA 89074
To be Completed By Board Staff Only: Date Submitted: _____

Agency's Representative: _____
(PRINT) (SIGNATURE)



FINGERPRINTING APPLICANTS/LICENSEES

Pursuant to the provisions of the Nevada Revised Statute (NRS) 624.265 and the Nevada Administrative Code (NAC) 624.681, all applicants are required to submit their fingerprints for the purpose of conducting a criminal background check.

Applicants may submit their fingerprints electronically via Live Scan technology, through an authorized vendor in Nevada or through the submission of hard copy fingerprint cards, completed by a law enforcement agency.

Your application package includes a Fingerprint Verification for the Live Scan technology; a list of authorized vendors and a Background authorization form which must be completed and submitted with your application. You may request hard copy fingerprint submission cards from the Board if you elect to submit manual fingerprints.

Live Scan fingerprints will take approximately 1 month for the Board to receive a report and hard copy fingerprints generally can take several months before a report is returned.

1. To have your fingerprints taken by an authorized vendor or a law enforcement agency, **you must produce proof of identity with photo identity documentation.**
2. A list of authorized vendors in the State of Nevada is available at <http://nvrepository.state.nv.us/fingerprints.shtml>
3. **Electronic Submittal** – The Live Scan vendor will collect the required fees. The vendor will stamp and date the verification form. You must bring the completed verification form and background authorization form to the NSCB. Electronic submittal is provided by Nevada vendors only.
4. **Hard copy cards** – The law enforcement agency will take your fingerprints on two (2) fingerprint cards. You will need to submit the fingerprint cards with the completed authorization form to the NSCB. You must provide a cashier's check or money order for \$48.50 made payable to the **Nevada Dept. of Public Safety. Personal Checks, Company Checks or Cash will not be accepted.**
5. For questions regarding this procedure, contact the Criminal Investigations Supervisor. For Reno, call 775-688-1150, ext. 7884. For Henderson, call 702-486-1144.





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Website: www.nscb.nv.gov

Verification of Fingerprints Submitted

The fingerprints of the named applicant have been taken and forwarded electronically to the Nevada Central Repository:
All applicants are responsible for all fees related to background investigations.
All applicants are responsible for all fees related to livescan submittals.

Name (Last, First, Middle) _____

Date of Birth (mo/day/year) _____

Social Security Number _____

Home Address (street) _____

City _____

State _____

Zip _____

Telephone-() _____

Cell-() _____ E-mail _____

By this signature, I authorize my fingerprints to be submitted to the Nevada Criminal History Repository and the Federal Bureau of Investigation for a criminal background report.

Signature

Date

For office Use Only

Date Print Submitted: _____

Processed by: _____



