



## NEVADA STATE CONTRACTORS BOARD

8400 WEST SUNSET ROAD, SUITE 150, NEVADA, 89113 (702) 486-1100 FAX (702) 486-1190, INVESTIGATIONS (702) 486-1110  
5390 KIETZKE LANE, SUITE 102, RENO, NEVADA, 89511 (775) 688-1141 FAX (775) 688-1271, INVESTIGATIONS (775) 688-1150  
Website: [www.nscb.nv.gov](http://www.nscb.nv.gov)

### FINGERPRINTING INSTRUCTIONS

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. **Before** obtaining fingerprints, a Background Authorization Form **must** be completed and submitted to the Nevada State Contractors Board.

#### **ELECTRONIC FINGERPRINTS**

Electronic fingerprint submissions can **ONLY** be accepted if obtained by an authorized Nevada-based vendor. ***The State of Nevada does not accept fingerprints from out-of-state Live Scan vendors.***

STEP 1: Find a Nevada-based Live Scan Vendor: <https://rccd.nv.gov/FeesForms/Fingerprints/>

STEP 2: Take the enclosed Live Scan Fingerprint Verification Form to a Nevada-based Live Scan vendor for them to sign, date, and stamp.

STEP 3: All fingerprint fees will be collected by the Live Scan vendor.

**PLEASE NOTE:** It may take approximately one month for Nevada-based Live Scan fingerprint reports to be submitted to the Board.

#### **HARD COPY FINGERPRINT CARDS**

Hard copy fingerprint submissions can be obtained in any state by an authorized vendor or law enforcement agency. Failure to follow the steps below could delay the application process and/or require the applicant to obtain and submit a new fingerprint card.

STEP 1: Obtain an **FD-258 Fingerprint Card** from the Nevada State Contractors Board or an authorized vendor or law enforcement agency.

STEP 2: You will be required to show proof of identity with a photo identification document in order to have your fingerprints taken.

STEP 3: The authorized vendor or law enforcement agency will take your fingerprints on one (1) fingerprint card.

Ensure the following are complete during this process:

- ☐ Both you **AND** the person who took your fingerprints have signed the fingerprint card
- ☐ The complete date (00/00/00) has been entered
- ☐ All of the requested information has been completed (race, height, weight, POB, DOB, etc.)

STEP 4: You will need to submit the fingerprint card to the Nevada State Contractors Board along with a **cashier's check or money order made out to the Nevada Department of Public Safety**. ***Personal checks, company checks, cash and credit cards will not be accepted.***

**Current Fingerprint Fees can be found at:** <https://rccd.nv.gov/FeesForms/Fingerprints/>

**PLEASE NOTE:** It may take several months before a FD-258 Fingerprint Card report is returned.

For questions regarding this procedure, you may contact the Criminal Investigations Department in Reno at (775) 688-1141 or Las Vegas at (702) 486-1100.





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### Nevada-Based Live Scan Fingerprint Verification Form

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.

**BUSINESS NAME:** \_\_\_\_\_

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: \_\_\_\_\_

TCN: \_\_\_\_\_

