



NEVADA STATE CONTRACTORS BOARD

5390 KIETZKE LANE, SUITE 102, RENO, NEVADA, 89511 | (775) 688-1141 | FAX: (775) 688-1271 | INVESTIGATIONS (775) 688-1150
8400 WEST SUNSET ROAD, SUITE 150, LAS VEGAS, NEVADA 89113 | (702) 486-1100 | FAX: (702) 486-1190 | INVESTIGATIONS (702) 486-1160
www.nscb.nv.gov

CRIMINAL COMPLAINT

CHECKLIST AND INSTRUCTIONS

Contracting Without a License (NRS 624.700) | Unlawful Advertising (NRS 624.720)

Please carefully review and complete the appropriate checklist below **BEFORE** submitting your Criminal Complaint Form. To ensure prompt processing of your complaint, **it is critical that ALL required information and supporting documentation are included. Incomplete submissions will be returned** and you will be required to resubmit the entire complaint with all the necessary materials. Submitting a complete and accurate complaint helps the Nevada State Contractors Board take timely and appropriate action.

BEFORE SUBMITTING YOUR CLAIM, please ensure the following checklist is completed:

Contracting Without a License

- | | | | |
|---|-----|----|-----|
| 1. Completed Criminal Complaint Form (pages 3 – 4): | YES | NO | |
| 2. Investigatory Statement of Fact (Complainant's Statement) (page 5): | YES | NO | |
| 3. Consent for Electronic Service (page 6): | YES | NO | |
| 4. Copy of Signed Contract, Bids and/or Proposals, Invoices: | YES | NO | |
| 5. Proof of Payment(s):
<i>e.g.: Copies of cancelled checks; credit card statement(s); relevant bank statements (MUST show Complainant's name, banking institution and date of payment); screenshots or records from all payment apps such as Zelle, CashApp, ApplePay, etc.</i> | YES | NO | |
| 6. Photographic Evidence:
<i>(Note: Please include date and timestamped photos)</i> | YES | NO | N/A |

If you answered **NO** to any of the above questions, please explain:

Reminder: All required documentation must be submitted in full. Failure to do so may result in processing delays or the need to resubmit the entire complaint package.



NEVADA STATE CONTRACTORS BOARD

5390 KIETZKE LANE, SUITE 102, RENO, NEVADA, 89511 | (775) 688-1141 | FAX: (775) 688-1271 | INVESTIGATIONS (775) 688-1150
8400 WEST SUNSET ROAD, SUITE 150, LAS VEGAS, NEVADA 89113 | (702) 486-1100 | FAX: (702) 486-1190 | INVESTIGATIONS (702) 486-1160
www.nscb.nv.gov

Unlawful Advertising

- | | | |
|---|-----|----|
| 1. Completed Criminal Complaint Form (pages 3 – 4): | YES | NO |
| 2. Investigatory Statement of Fact (Complainant's Statement):
(page 5) | YES | NO |
| 3. Consent for Electronic Service (page 6): | YES | NO |
| 4. Direct links to websites where advertising was found: | YES | NO |
| 5. Screenshots of the advertisement(s): | YES | NO |
| 6. Photographic evidence of unlawful advertising:
(Note: Please include date and timestamped photos) | YES | NO |

If you answered **NO** to any of the above questions, please explain:

Reminder: All required documentation must be submitted in full. Failure to do so may result in processing delays or the need to resubmit the entire complaint package.

Important Notes:

- Retain copies of all documents for your records.
- The NSCB may request additional documents during the investigation.
- Complaints must be filed within the statutory time limits under NRS 624.301 - 624.310.

For questions or additional information, please contact the Nevada State Contractors Board. You can also find us on the internet at: www.nscb.nv.gov.

Please submit your completed complaint to:

Northern Nevada Office:
5390 Kietzke Lane, Suite 102
Reno, Nevada 89511
Investigations: (775) 688-1150
Fax: (775) 688-1271
investigations@nscb.state.nv.us

Southern Nevada Office:
8400 West Sunset Road, Suite 150
Las Vegas, Nevada 89113
Investigations: (702) 486-1160
Fax: (702) 486-1190
investigations@nscb.state.nv.us



NEVADA STATE CONTRACTORS BOARD

5390 KIETZKE LANE, SUITE 102, RENO, NEVADA, 89511 | (775) 688-1141 | FAX: (775) 688-1271 | INVESTIGATIONS (775) 688-1150
8400 WEST SUNSET ROAD, SUITE 150, LAS VEGAS, NEVADA 89113 | (702) 486-1100 | FAX: (702) 486-1190 | INVESTIGATIONS (702) 486-1160
www.nscb.nv.gov

NORTHERN NEVADA OFFICE

5390 Kietzke Lane, Suite 102
Reno, Nevada 89511
Ph: (775) 688-1141
Fax: (775) 688-1271

SOUTHERN NEVADA OFFICE

8400 West Sunset Road, Suite 150
Las Vegas, Nevada 89113
Ph: (702) 486-1100
Fax: (702) 486-1190

FOR NSCB USE ONLY

Date Received:

Case File No:

CRIMINAL COMPLAINT FORM

I, _____, hereby make the following voluntary statement. No threats or promises have been made to persuade me to make this statement and I understand any statement I make may be used as evidence by any Court of Law.

ON OR ABOUT _____, I ENTERED INTO A **WRITTEN** or **VERBAL** CONTRACT/AGREEMENT WITH:
(Date)

INDIVIDUAL'S NAME:

COMPANY NAME:

ADDRESS:

CITY, STATE, ZIP CODE:

PHONE NO.:

EMAIL ADDRESS:

CONTRACT AMOUNT:

DID YOU PAY THE ABOVE PERSON OR COMPANY?
YES NO

AMOUNT PAID:

HOW PAID? CHECK CASH CREDIT CARD PAYMENT APP. (e.g., Zelle, CashApp, ApplePay, etc.)

DESCRIBE BRIEFLY THE TYPE OF WORK TO BE PERFORMED:

ADDRESS WHERE THE WORK WAS PERFORMED:

DID THE PERSON OR COMPANY YOU CONTRACTED WITH INDICATE TO YOU, EITHER VERBALLY OR IN WRITING, THAT THEY WERE A LICENSED CONTRACTOR? YES NO

DID THE CONTRACTOR PROVIDE ANY FORM OF IDENTIFICATION?

DRIVER'S LICENSE

SOCIAL SECURITY CARD

BUSINESS CARD

OTHER:

YOUR BEST DESCRIPTION OF INDIVIDUAL:

AGE:		ETHNICITY:	AMERICAN INDIAN OR ALASKA NATIVE ASIAN BLACK OR AFRICAN-AMERICAN HISPANIC NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER WHITE	SEX:	MALE FEMALE
HEIGHT:					
WEIGHT:					
HAIR COLOR:					
EYE COLOR:					



NEVADA STATE CONTRACTORS BOARD

5390 KIETZKE LANE, SUITE 102, RENO, NEVADA, 89511 | (775) 688-1141 | FAX: (775) 688-1271 | INVESTIGATIONS (775) 688-1150
8400 WEST SUNSET ROAD, SUITE 150, LAS VEGAS, NEVADA 89113 | (702) 486-1100 | FAX: (702) 486-1190 | INVESTIGATIONS (702) 486-1160
www.nscb.nv.gov

WHY DID YOU CHOOSE THIS CONTRACTOR?	REGULAR CUSTOMER	DOOR-TO-DOOR SOLICITATION	REFERRAL
ADVERTISEMENT <i>(attach copy of ad, if possible)</i>	OTHER:		
IT IS VERY IMPORTANT THIS SECTION IS COMPLETED!			
COMPLAINANT'S NAME:			
ADDRESS:			
CITY, STATE, ZIP CODE:		EMAIL ADDRESS:	
HOME PHONE NO.:	CELL PHONE NO.:	WORK PHONE NO.: <i>(Extension)</i>	
The Nevada Administrative Code (NAC) 624.7251, permits an enhancement in the assessment of fines, if a fine is assessed, and the violation is perpetrated against a Senior Citizen, age 60 or older.			
Are you age 60 or older? YES NO			
<u>PLEASE READ</u>			
NRS 624.700: Engaging in business or submitting bid without license unlawful; 1. It is unlawful for any person or combination of persons to: a) Engage in the business or act in the capacity of a contractor within this State; or b) Submit a bid on a job situated within this State, without having an active license therefor as provided in this chapter, unless that person or combination of persons is exempted from licensure pursuant to NRS 624.031... A Criminal Complaint request to this agency must be received to allow sufficient time for processing by all agencies prior to the expiration of the Statute of Limitations (two (2) years from the time of the alleged violation). NRS 171.090: Limitations for Gross and Simple Misdemeanors Except as provided in NRS 171.095, an indictment for: 1. A gross misdemeanor must be found, or an information or complaint filed, within two (2) years after the commission of the offense. 2. Any other misdemeanor must be found, or an information or complaint filed, within two (2) years after its commission. This agency generally requires a minimum of sixty (60) days for the investigation and preparation of a Criminal Complaint for submittal to the proper jurisdictional agency (City Attorney, District Attorney, etc.) for processing. The intent of this request is to have the unlicensed person prosecuted for <i>Engaging in Business Without a License</i>, which is a misdemeanor in this State. I attest that I have read and understand the above. Signature <i>(Required for Processing)</i> Date <u>Please attach a detailed written statement regarding the circumstances of hire on next page.</u>			



NEVADA STATE CONTRACTORS BOARD

5390 KIETZKE LANE, SUITE 102, RENO, NEVADA, 89511 | (775) 688-1141 | FAX: (775) 688-1271 | INVESTIGATIONS (775) 688-1150
8400 WEST SUNSET ROAD, SUITE 150, LAS VEGAS, NEVADA 89113 | (702) 486-1100 | FAX: (702) 486-1190 | INVESTIGATIONS (702) 486-1160
www.nscb.nv.gov

INVESTIGATORY STATEMENT OF FACT

If additional space is required, please use additional sheets.

DATE:	TIME:	CASE NO.: <i>(for NSCB use only)</i>
HOMEOWNER / WITNESS:		
ADDRESS:		
CITY, STATE, ZIP CODE:		
PHONE NO.:	COMPANY NAME: <i>(if applicable)</i>	

This statement is true and correct to the best of my knowledge.

Signature: _____

Page _____ of _____



NEVADA STATE CONTRACTORS BOARD

5390 KIETZKE LANE, SUITE 102, RENO, NEVADA, 89511 | (775) 688-1141 | FAX: (775) 688-1271 | INVESTIGATIONS (775) 688-1150
8400 WEST SUNSET ROAD, SUITE 150, LAS VEGAS, NEVADA 89113 | (702) 486-1100 | FAX: (702) 486-1190 | INVESTIGATIONS (702) 486-1160
www.nscb.nv.gov

CONSENT FOR ELECTRONIC (EMAIL) SERVICE

In order to help expedite business conducted with the NSCB, I agree to accept **ALL** documentation, including but not limited to: Meeting Notices; Document Requests; Notices of Contested Matters; Service of Administrative Citations; Service of Administrative Fines; Service of Notice of Disciplinary Hearings; Service of Summary Suspension; Service of Notice of Recovery Fund Claims; Service of Cease and Desist Orders; and any other correspondence, communications and/or documents via email in accord with NAC 624.7266(3).

Please return this form with your complaint to NSCB Investigations at investigations@nscb.state.nv.us. Your attention and cooperation to this matter is greatly appreciated.

By signing this form, I hereby consent to email service as described herein.

Printed Name

Title (if applicable)

Company Name (if applicable)

Office Phone Number (if applicable)

Email Address

Cell Phone Number

Signature

Date