

Steve Sisolak  
Governor



Nevada Department of  
**Public Safety**

George Togliatti  
Director

Record, Communications and  
Compliance Division

333 West Nye Lane, Suite 100  
Carson City, Nevada 89706  
Telephone (775) 684-6262 – Fax (775) 684-6265  
[www.rccd.nv.gov](http://www.rccd.nv.gov)

Mindy McKay  
Division Administrator

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**Notification for Civil Applicant Account Holders**

The State of Nevada Department of Public Safety (DPS) Record, Communications and Compliance Division is the liaison between the State of Nevada and the Federal Bureau of Investigation (FBI) for fingerprint submissions as required by State or Federal Law for employment or licensing.

In order to reduce unnecessary handling, processing errors, billing issues and invalid dissemination of the Criminal History Record Information we are asking that each account holder create a Fingerprint Request Form to provide to their applicants. The implementation of the Fingerprint Request Form, as a “Best Business Practice”, will ensure that your applicant is presenting all of the required and authorized information to the fingerprinting site.

We have included a sample Fingerprint Request Form to assist you in developing a document specific to your agency or business entity. This form contains all of the information that is required for successfully processing fingerprints for State and FBI criminal history background checks. Additionally, the sample form includes a section for applicant information, authorized entity information (agency or business entity) and the fingerprint site information.

We really appreciate your cooperation and willingness to implement this “Best Business Practice”. The creation of the Fingerprint Request Form specific to your agency or business entity will help ensure that you are receiving responses and monthly billing for only your applicants.

Please feel free to contact me with any questions that you may have.

Anna Hickox  
Program Officer II – Fingerprint Support Unit – Civil Office  
(775) 684-6214  
Email: ahickox@dps.state.nv.us

Thank you!

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*Your Entity Name/Letterhead  
Address/Contact information*

FINGERPRINT REQUEST FORM

Please provide this form to the fingerprint technician/official at the time the fingerprints are taken to ensure that all fields contain the required/authorized information needed for processing. ***Applicants without a Fingerprint Request Form or with an incomplete Fingerprint Request Form may be denied fingerprinting until all applicable information is received.***

Fingerprint technician, please ensure that you see photo ID for identity verification purposes prior to fingerprinting.

**Applicant Information:**

Name (Last, First, MI): \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

SSN (if required): \_\_\_\_\_ Citizenship: \_\_\_\_\_

Sex: \_\_\_\_\_ Race: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eyes: \_\_\_\_\_ Hair: \_\_\_\_\_

**Authorized Entity Information:**

Account Number (MNU): \_\_\_\_\_ ORI: \_\_\_\_\_

Applicant Responsible for Fees:  --OR-- Bill to Account Number (MNU) \_\_\_\_\_

Reason Fingerprinted (NRS or Public Law) \_\_\_\_\_

Submit Fingerprints Electronic LiveScan: Yes No

If NO, please print hard cards and return to applicant for manual submission.

**\*\*Signature of Authorization:** \_\_\_\_\_  
*(Signature of Employer or Authorized Entity requesting fingerprints)*

**Fingerprint Site Information:**

Signature of Official Taking Prints: \_\_\_\_\_

TCN Number (used for tracking purposes): \_\_\_\_\_