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MEMORANDUM

To: Civil Applicant Fingerprint Clients
From: NCJIS Compliance Unit (NCU)
Subject: 449.123 Application Guidance

This memorandum provides guidance to agencies licensed through Health Care Quality and Compliance (HCQC) under Chapter 449 of NRS which requires agencies to conduct background screenings on their respective employees. Licensees will apply for a Civil Applicant Fingerprint Account which connects your HCQC NABS account with the Nevada Department of Public Safety's Records, Communications and Compliance Division (NVDPS-RCCD).

When filling out the Non-Criminal Justice (Civil) Application, the following documents *must* accompany your application:

- A copy of your current Nevada State Business license issued by the Nevada Secretary of State's Office
- A copy of your Federal Employer Identification Number (FEN) issued by the Internal Revenue Service (IRS)
- A copy of your license issued by the Nevada Department of Health and Human Services, Division of Public and Behavioral Health, Health Care Quality and Compliance Unit (HCQC)
- A copy of the 449.123 Nevada Revised Statute (NRS) which can be found here: www.leg.state.nv.us/nrs/NRS-449.html#NRS449Sec123

Once your application is approved, the NCJIS Compliance Unit (NCU) will send you a 'Welcome Packet' and will be your first point of contact after your account is established. Please follow the instructions in the Welcome Packet.

If you require additional guidance please email: civilauditor@dps.state.nv.us