

General Instructions for Obtaining Criminal History Background Checks

Vocational Rehabilitation providers required to complete a criminal history background check must obtain **one** blank fingerprint card (FD-258) from a qualified fingerprint technician, this may be a law enforcement agency or a private agency. Fingerprints may not be submitted electronically at this time, the completed hard copy card must be returned to you for submission.

Suggested fingerprint locations: ID is required. Most locations will not accept personal checks. (You do not have to use these specific locations additional locations are listed on the attached documents.)

Fingerprinting Pros
2620 S. Maryland
Las Vegas, NV 89109
(702) 734-2665

Las Vegas Metro
5880 Cameron St. (at Russell)
Las Vegas, NV 89116
(702) 828-3271

Fingerprinting Express
1320 East Plumb Lane, Ste. A
Reno, NV 89502
(775) 322-5587

Carson City Sheriff's Office
911 East Musser St.
Carson City, NV 89701
(775) 887-2500

Rural areas: Call your local Police or Sheriff's Department.

All providers entering into an Agreement to provide employment support services with **Vocational Rehabilitation**, and their employees and/or subcontractors, must complete and sign the Criminal Background Check Notice and Authorization form, Fingerprint Background Waiver Form and the Fingerprint Request Form available online at [http://nvdetr.org/Rehab%20pages/Provider Agreements.htm](http://nvdetr.org/Rehab%20pages/Provider%20Agreements.htm)

Complete and sign all forms, take the Fingerprint Request Form to the nearest authorized fingerprinting agency and give the form to the fingerprint technician. The fingerprint technician must sign and return the form to you along with your rolled prints on the hard copy card. We currently cannot accept electronic submissions.

A complete packet must include:

- Completed Criminal Background Check Notice and Authorization Form;
- Completed Fingerprint Background Waiver Form;
- Completed Fingerprint Request Form;
- Completed Fingerprint Card; and
- A Cashier's Check or Money Order in the amount of **\$36.25** (effective 10-01-2016) made payable to **The Nevada Department of Public Safety.**

Mail the completed packet to:

Vocational Rehabilitation
Attn: Provider Agreement Manager
751 Basque Way
Carson City, Nevada 89706

All Criminal Background packets must be submitted for the provider and each employee/subcontractor of the provider. Services shall not be authorized prior to receipt of the Background Check packet. The Division should be notified immediately of any new employees and/or subcontractors that will be required to complete a background check, and shall complete the required forms at the time of and submit them to the Division. Results from the DPS Criminal History Repository may take up to 6 weeks.