

IMPORTANT NOTICE REGARDING THE BACKGROUND DISCLOSURE STATEMENT

YOUR APPLICATION MAY BE DENIED IF YOU FAIL TO MAKE FULL AND ACCURATE DISCLOSURES.

As part of the Nevada State Contractors Board (NSCB) application process, fingerprints are required and credit reports and criminal history records are obtained.

If you as an individual or principal of a corporation or other business entity have **EVER** been convicted of, pled guilty or no contest to the following, you are required to report the information to the NSCB:

1. Any non-violent misdemeanor, including DUI, within the past fifteen (15) years;
2. Any misdemeanor crime involving violence against another person, fraud or theft;
3. Any felony conviction.

You must also provide certified copies of the arrest report and court records for each conviction. **You may also be required to provide copies of the appropriate records reflecting the dismissal or reduction of a felony arrest.**

Your records or fingerprints will be compared to the records of the Nevada Criminal History Repository and the Federal Bureau of Investigation. **If you have EVER been arrested or convicted of a crime in any state, your prior criminal history arrest and conviction information will be reported to the NSCB.** **Please note: Even if you had your record expunged, charges reduced, dismissed, or sealed,** the conviction **may** still be reported to the NSCB and you may be asked to provide additional information to the Board.

Failure to disclose a conviction is misrepresentation or omission which violates NRS 624.3016(7) and NRS 624.3013(2) and is grounds for denial. This means you could be denied a license even if the conviction is not related to the duties or qualifications of a contractor.

Just because you have been convicted of a crime does not automatically mean your application will be denied. When reviewing prior criminal convictions, the NSCB considers such additional factors as the seriousness of the crime, the time that has passed since the conviction and any evidence of rehabilitation the applicant submits. **However, if you misrepresent, omit or lie on your application, your application may be denied.** If you have any questions concerning the disclosure of arrests or convictions, please call the Investigations Department of the NSCB, at 702-486-1144 in Henderson or 775-688-7884 in Reno.

DISCLOSE ALL LIENS, LAW SUITS, JUDGMENTS AND CLAIMS, INCLUDING TAX CLAIMS

- You **MUST** disclose any unpaid or unresolved liens, lawsuits, judgments and claims, including tax claims.
- You should obtain a copy of your credit report before you complete your application. That will help you to disclose all unpaid, unresolved liens or claims, all lawsuits, and all judgments. Pay particular attention to any tax claims or liens that have been made or filed against you.
- If you have entered into any repayment or credit consolidation agreements, attach copies of those agreements to your application.

I HEREBY CERTIFY THAT I HAVE READ THIS NOTICE.

NAME: _____ SIGNATURE: _____

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NEVADA STATE CONTRACTORS BOARD APPLICANT BACKGROUND DISCLOSURE STATEMENT AND AUTHORIZATION FOR RELEASE OF INFORMATION

BUSINESS NAME: _____

NRS 624.263 and NRS 624.265 authorizes the Nevada State Contractors Board (NSCB) to conduct background investigations, obtain credit reports, and to request fingerprints for submission to the Nevada Highway Patrol (NHP) and the FBI for a determination of identity, fugitive status or prior criminal history.

A separate form must be completed by each principal, member, officer, director, partner, or associate.

*****A COPY OF A VALID STATE DRIVER'S LICENSE OR VALID GOVERNMENT ISSUED PHOTO I.D. MUST ACCOMPANY THIS FORM.*****

FIRST NAME	MIDDLE NAME	LAST NAME				
TITLE	DATE OF BIRTH	PLACE OF BIRTH			SOCIAL SECURITY NUMBER	
OTHER NAME USED, (IF APPLICABLE)	SEX	RACE	HEIGHT	WEIGHT	HAIR COLOR	EYE COLOR
RESIDENCE ADDRESS (AND MAILING ADDRESS IF DIFFERENT)			CITY	STATE	ZIP	
EMAIL ADDRESS						

- Have you ever, as an individual or principal of a corporation or other business entity, been convicted of, or pled guilty or no contest to a felony crime?
 No Yes – You must complete a criminal disclosure statement for each incident.
- Have you ever, as an individual or principal of a corporation or other business entity, been convicted of, or pled guilty or no contest to any misdemeanor crime? (You may limit your response to misdemeanor convictions within the last 15 years, unless the crime involved violence against another person, fraud or theft).
 No Yes – You must complete a criminal disclosure statement for each incident.
- Are there currently criminal charges pending against you?
 No Yes – Attach a detailed explanation, including a copy of the complaint, and/or charging document.
- Within the last 7 years, have you filed or been adjudicated Bankrupt under your individual name, a corporate name or any other business entity name?
 No Yes – Attach a copy of the discharge document. If discharged less than 3 years, attach a complete copy of the proceedings, including a schedule of creditors listed in the bankruptcy petition. If the bankruptcy has not been discharged, include your plan of reorganization and proof of compliance.
- Do you anticipate filing bankruptcy within the next 6 months?
 No Yes
- Have you, or any business entities of which you were a member, partner, officer, director, or associate received any notice of liens, suits, judgments, or claims (including tax claims) which remain unresolved or unsatisfied? OR, have you entered into payment agreements regarding past due taxes or other debts?
 No Yes – Attach a detailed explanation.
- Are there now any unpaid past due bills for materials, services rendered, or labor?
 No Yes – Attach a detailed explanation.
- Have you, or any business entities of which you were a member, partner, officer, director, associate, or qualified employee had a contractor's license denied, suspended, revoked, or otherwise disciplined BY NEVADA OR ANY OTHER STATE? Are there any disciplinary proceedings currently pending against you, or any license on which you have appeared IN NEVADA OR ANY OTHER STATE?
 No Yes – attach a detailed explanation including the name of the state in which the license was held, license number, and business name.
- Do you have a proprietary interest (i.e., ownership, stock, shares) in this applicant? (This question does not pertain to sole proprietors)
 No Yes – Percentage Owned _____
- Are you a citizen of the United States of America?
 No Yes – If no, attach a copy of INS card and Social Security Card.



Applicant Background Disclosure Statement
Authorization for Release of Information (continued)

In Consideration for processing my application for a Nevada State Contractor's License, I, the undersigned whose name and personal information voluntarily appear above, do hereby and irrevocably agree to the following:

1. I hereby authorize the **NEVADA STATE CONTRACTORS BOARD (hereinafter "BOARD")** to submit a set of my fingerprints to the Nevada Department of Public Safety, Records Bureau for the purpose of accessing and reviewing Nevada and National criminal history records that may pertain to me. In giving this authorization, I expressly understand that the information may include information pertaining to notations of arrest, detainments, indictments, information or other charges for which the final court disposition is pending or is unknown to the above referenced agencies. For records containing final court disposition information, I understand that the release may include information pertaining to dismissals, acquittals, convictions, sentences, correctional supervision information and information concerning the status of my parole or probation when applicable. Further, I understand that the information may include similar information obtained from other local, state and federal criminal justice agencies and may include information pertaining to convicted person data, outstanding arrest warrants, missing persons and current and/or prior gaming and non-gaming sheriff's work cards that were issued to me.
2. I understand that I may review and challenge the accuracy of any and all criminal history records which are returned to the **BOARD**.
3. I hereby release from liability and promise to hold harmless under any and all causes of legal action, the State of Nevada, the Nevada State Contractors Board, its officer(s), agent(s) and/or employee(s) who conducted my criminal history records search and provided information to the **BOARD** for any statement(s), omission(s), or infringement(s) upon my current legal rights. I further release and promise to hold harmless and covenant not to sue any persons, firms, institutions or agencies providing such information to the State of Nevada and the **BOARD** on the basis of their disclosures. I have signed this release voluntarily and of my own free will.
4. In giving the above authorization, I understand that all information provided to the **BOARD** may be reviewed by the **BOARD** or any other employee within the **BOARD'S** organization deemed necessary to make an informed decision. This information is confidential, as relating to a third party beyond that of the **BOARD** and of the criminal justice agencies in the performance of their official duties, and may not be further disseminated.

(Please initial) _____

A reproduction of this authorization for release of information by photocopy, facsimile or similar process, shall for all purposes be as valid as the original.

PURSUANT TO NRS 199.120, I CERTIFY THAT I HAVE CAREFULLY REVIEWED THE INFORMATION CONTAINED IN THIS DOCUMENT AND I ATTEST TO THE TRUTH AND ACCURACY OF THE INFORMATION CONTAINED IN THIS BACKGROUND DISCLOSURE STATEMENT UNDER PENALTY OF PERJURY.

Applicant's Name: _____
(LAST, FIRST MIDDLE) (SIGNATURE)

Address: _____

Date: _____

To be Completed By Board Staff Only:

Submitted by: NEVADA STATE CONTRACTORS BOARD Date Submitted: _____
2310 CORPORATE DRIVE, SUITE 200
HENDERSON, NEVADA 89074

Agency's Representative: _____
(PRINT) (SIGNATURE)

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FINGERPRINTING APPLICANTS/LICENSEES

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.

Applicants may submit their fingerprints electronically via Live Scan technology, through an authorized vendor in Nevada or through the submission of hard copy fingerprint cards, completed by a law enforcement agency.

Your application package includes a Fingerprint Verification for the Live Scan technology and a Background authorization form which must be completed and submitted with your application. You may request hard copy fingerprint submission cards from the Board if you elect to submit manual fingerprints.

Live Scan fingerprints will take approximately 1 month for the Board to receive a report and hard copy fingerprints generally can take several months before a report is returned.

1. To have your fingerprints taken by an authorized vendor or a law enforcement agency, **you must produce proof of identity with photo identity documentation.**
2. A list of authorized vendors in the State of Nevada is available at: <http://gsd.nv.gov/FeesForms/Fingerprints/>
3. **Electronic Submittal** – The Live Scan vendor will collect the required fees. The vendor will stamp and date the verification form. You must bring the completed verification form and background authorization form to the NSCB. Electronic submittal is provided by Nevada vendors only.
4. **Hard copy cards** – The law enforcement agency will take your fingerprints on one (1) fingerprint card. You will need to submit the fingerprint card with the completed authorization form to the NSCB. You must provide a cashier's check or money order in the amount of \$36.25 made payable to the **Nevada Dept. of Public Safety. Personal Checks, Company Checks or Cash will not be accepted.**
5. For questions regarding this procedure, contact the Criminal Investigations Supervisor. For Reno, call 775-688-1150 ext. 7884. For Henderson, call 702-486-1144.





NEVADA STATE CONTRACTORS BOARD

2310 CORPORATE CIRCLE, SUITE 200, HENDERSON, NEVADA, 89074 (702) 486-1100 FAX (702) 486-1190, INVESTIGATIONS (702) 486-1110
9670 GATEWAY DRIVE, SUITE 100, RENO, NEVADA, 89521 (775) 688-1141 FAX (775) 688-1271, INVESTIGATIONS (775) 688-1150
Website: www.nscb.nv.gov

Verification of Fingerprints Submitted

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.

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: _____





FINGERPRINT BACKGROUND WAIVER

As an applicant who is the subject of a Federal Bureau of Investigation (FBI) fingerprint-based criminal history record check for a noncriminal justice purpose you have certain rights which are discussed below.

1. You must be notified by (enter name of requesting agency) _____ that your fingerprints will be used to check the criminal history records of the FBI and the State of Nevada.

2. If you have a criminal history record, the officials making a determination of your suitability for the job, license or other benefit for which you are applying must provide you the opportunity to complete or challenge the accuracy of the information in the record. You may review and challenge the accuracy of any and all criminal history records which are returned to the submitting agency. The proper forms and procedures will be furnished to you by the Nevada Department of Public Safety, Records Bureau upon request. If you decide to challenge the accuracy or completeness of you FBI criminal history record, Title 28 of the Code of Federal Regulations Section 16.34 provides for the proper procedure to do so:

16.34 - Procedure to obtain change, correction or updating of identification records.

If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

3. Based on 28 CFR § 50.12 (b), officials making such determinations should not deny the license or employment based on information in the record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.

4. You have the right to expect that officials receiving the results of the fingerprint-based criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal or state statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

5. I hereby authorize (enter name of requesting agency) _____, to submit a set of my fingerprints to the Nevada Department Public Safety, Records Bureau for the purpose of accessing and reviewing State of Nevada and FBI criminal history records that may pertain to me.

In giving this authorization, I expressly understand that the records may include information pertaining to notations of arrest, detainments, indictments, information or other charges for which the final court disposition is pending or is unknown to the above referenced agency. For records containing final court disposition information, I understand that the release may include information pertaining to dismissals, acquittals, convictions, sentences, correctional supervision information and information concerning the status of my parole or probation when applicable.

6. I hereby release from liability and promise to hold harmless under any and all causes of legal action, the State of Nevada, its officer(s), agent(s) and/or employee(s) who conducted my criminal history records search and provided information to the submitting agency for any statement(s), omission(s), or infringement(s) upon my current legal rights. I further release and promise to hold harmless and covenant not to sue any persons, firms, institutions or agencies providing such information to the State of Nevada on the basis of their disclosures. I have signed this release voluntarily and of my own free will.

A reproduction of this authorization for release of information by photocopy, facsimile or similar process, shall for all purposes be as valid as the original.

In consideration for processing my application I, the undersigned, whose name and signature voluntarily appears below; do hereby and irrevocably agree to the above.

Applicant's Name: _____
(PLEASE PRINT LAST, FIRST, MIDDLE)

Address: _____

Applicant's Signature: _____

Date: _____

Submitting Agency: _____

Address: _____

Agency representative: _____
(PLEASE PRINT LAST, FIRST, MIDDLE)

Agency representative's Signature: _____

Date: _____