NEVADA STATE CONTRACTORS BOARD

5390 KIETZKE LANE, SUITE 102, RENO, NEVADA, 89511 (775) 688-1141 FAX (775) 688-1271, INVESTIGATIONS (775) 688-1150
2310 CORPORATE CIRCLE, SUITE 200, HENDERSON, NEVADA, 89074 (702) 486-1100 FAX (702) 486-1190, INVESTIGATIONS (702) 486-1110
www.nscb.nv.gov

INSTRUCTIONS FOR THE CRIMINAL COMPLAINT FORM

Enclosed is a Criminal Complaint Form. ***Please make sure all fields are completed***. To expedite processing of your complaint, please provide us with a copy of your agreement or contract, all pertinent documents and copies of the front and back of any checks made payable to the individual or company. Please provide a detailed explanation of the incident on the attached statement form.

If you are a licensed contractor or a supplier filing a complaint, only complete the bottom portion of the form including your name, address, phone number and any copies of invoices.

Upon receipt of the Criminal Complaint form, an investigation will be completed to determine if the matter warrants presentation to the District Attorney. If a hearing is scheduled, you will be notified by the prosecuting attorney's office of the time and place of the hearing.

Please send the completed form to: Criminal Investigations, Attention Criminal Investigations Supervisor:

Northern Nevada Office:
5390 Kietzke Lane, Suite 102
Reno, Nevada 89511
Investigations: (775) 688-1141
Fax: (775) 850-7854

Southern Nevada Office:
2310 Corporate Circle, Suite 200
Henderson, Nevada 89074
Investigations: (702) 486-1100
Fax: (702) 486-1166

You can also find us on the internet at: **www.nscb.nv.gov**

Nevada State Contractors Board Investigations Department

Form 102

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CRIMINAL COMPLAINT FORM

(Please Print)

I, _____, hereby make the following free and 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 or agreement
(Date) (Choose One)
with:_____, of _____
(Individual's name) (Company name)
Address: _____ City: _____, State: _____ Zip: _____ Phone:_____
Type of work to be performed: _____

Total Sum: _____ Did you pay the above person or company? ☐ **YES** ☐ **NO**
(Choose One)

Amount Paid $ _____ How paid? ☐ **CHECK** ☐ **CASH** ☐ **CREDIT CARD**

Address where 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**
(Choose One)

Your best description of individual: Age _____ Height _____ Weight _____ Hair _____ Eyes _____

Ethnicity:
- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White

Sex:
- ☐ Female
- ☐ Male

It is very important this field is completed.

Complainant's Name:_____

Address:_____ City: _____

State:_____ Zip Code:_____ Phone #:_____

Cell #:_____ Work #:_____ Ext.:_____

Email Address: **(Required)**_____

Nevada Revised Statute (NRS), 193.167, permits an enhanced penalty, if the crime is committed against a person 60 years of age or older.

Does your case qualify for the enhanced penalty provisions of the Nevada Revised Statute? ☐ YES ☐ NO

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Please Read

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 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 2 years after the commission of the offense.
2. Any other misdemeanor must be found, or an information or complaint filed, within 2 years after its commission.

This agency generally requires a minimum of 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 “Engaging in Business Without a License,” which is a misdemeanor in this State.

Please provide the assigned investigator with written estimates from three (3) licensed contractors to correct/replace or complete the defective project. This information will be presented to the court for consideration of restitution.

I attest that I have read and understand the above.

_____ _____
Signature (Required for Processing) Date

Please attach a detailed written statement regarding the circumstances of hire.

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Investigatory Statement of Fact

Date: _____ Time: _____ Case Number:_____

Homeowner / Witness Name: _____
Address: _____
Phone: _____ Company Name: _____

This statement is true and correct to the best of my knowledge.
Signature: _____
Investigator Name: _____

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Investigatory Statement of Fact (Continued...)

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

Signature:_____

Investigator Name:_____

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