FINGERPRINT INSTRUCTIONS FOR OUT-OF-STATE APPLICANTS

* Obtain a fingerprint submission form and fingerprint background waiver from the MME’s agent card designee. Alternately, these forms are available for download from our website:

[http://dpbh.nv.gov/Reg/MME/dta/Forms/Medical\_Marijuana\_Establishments\_(MME)\_-\_Forms/](http://dpbh.nv.gov/Reg/MME/dta/Forms/Medical_Marijuana_Establishments_%28MME%29_-_Forms/)

* Take the fingerprint submission form to a facility that uses a standard fingerprint card (form FD-258). Applicants should make sure all required data fields on the fingerprint card are complete including the following:

Reason Fingerprinted: NRS 453A.322

ORI: NV0131700

MNU: 150078

* After fingerprinting the applicant, the fingerprint technician will stamp and sign the lower right corner of the fingerprint submission form.
* Applicants return the completed submission form and fingerprint background waiver to the MME’s agent card designee. These documents will be uploaded into the agent card portal by the MME designee.
* Applicants or MME designees mail the completed fingerprint card (form FD-258) and a cashier’s check or money order payable to Department of Public Safety to:

Department of Public Safety

General Services Division

333 West Nye Lane, Suite 100

Carson City, NV 89706

Current DPS fingerprint processing fees can be found at:

[**http://gsd.nv.gov/FeesForms/Fingerprints/**](http://gsd.nv.gov/FeesForms/Fingerprints/)