

STATE OF NEVADA

**BRIAN SANDOVAL**  
Governor

**AMY ROUKIE, MBA**  
Administrator, DPBH

**RICHARD WHITLEY, MS**  
Director

**JOHN DIMURO, D.O., MBA**  
Chief Medical Officer



**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF PUBLIC AND BEHAVIORAL HEALTH  
BUREAU OF HEALTH CARE QUALITY AND COMPLIANCE  
Child Care Licensing Program  
3811 W Charleston Blvd #210, Las Vegas, NV 89102  
Phone: 702-486-3822 Fax: 702-486-6660  
dphh.nv.gov**

**STEP 1:** Complete Consent and Release Form. Applicant and Owner/Director must sign third page of document. Incomplete forms will not be accepted and will be returned.

**STEP 2:** Obtain the appropriate fingerprint referral from your employer where applicable.

**STEP 3:** Take your Consent and Release and Fingerprint card to your Local Law Enforcement agency:

<b>CLARK COUNTY (please call as cost and procedures varies)</b>				
BOULDER CITY POLICE DEPARTMENT 1005 Arizona St Boulder City, NV 89005 Phone: 702-293-9224 Tuesday & Thursday ONLY: 8:00A-4:00P	HENDERSON POLICE DEPARTMENT 223 Lead St Henderson, NV 89015 Phone: 702-267-4720 Monday-Thursday: 7:30A-5:00P	LAUGHLIN POLICE DEPARTMENT 101 Civic Way., Ste 3 Laughlin, NV 89029 Phone: 702-298-4282 Monday – Friday: 8:00A-3:30P	LAS VEGAS METROPOLITAN POLICE DEPARTMENT 5880 Cameron St Las Vegas, NV 89118 Phone: 702-828-3271 Monday – Friday: 8:00A-5:00P	LAS VEGAS METROPOLITAN POLICE DEPARTMENT 400 S. Martin Luther King Blvd 1 <sup>st</sup> Floor Bldg C Las Vegas, NV 89106 Phone: 702-828-3271 Monday – Friday: 8:00A-5:00P
<b>CLARK COUNTY CONTINUED (please call as cost and procedures varies)</b>				
MESQUITE POLICE DEPARTMENT 695 Mayan Circle Mesquite, NV 89027 Phone: 702-346-5262 Monday – Friday: 7:00A-5:00P	NORTH LAS VEGAS POLICE DEPARTMENT 2266 Civic Center Blvd North Las Vegas, NV 89030 Phone: 702-633-1807 or 633-1728 Monday – Thursday: 8:30A – 4:00P			
<b>LINCOLN COUNTY (please call as cost and procedures varies)</b>				
<b>LINCOLN COUNTY SHERIFF DEPARTMENT</b> 225 Justice Way Pioche, NV 89043 Phone: 775-962-5151 Open 24 Hours				
<b>NYE COUNTY (please call as cost and procedures varies)</b>				
NYE COUNTY SHERIFF OFFICE 426 C. Avenue South Beatty, NV 89003 Phone: 775-553-2345 Hours: Monday – Thursday: 8:00A-4:00P	NYE COUNTY SHERIFF OFFICE 1520 E. Basin Ave Pahrump, NV 89060 Phone: 775-751-7011 Hours: Monday – Thursday: 8:00A-4:00P			

**STEP 4:** Contact Nevada Department of Public Safety at **775-684-6262** for payment and submission information. Mail the money order and the fingerprint card to:

**NEVADA DEPARTMENT OF PUBLIC SAFETY  
CRIMINAL HISTORY REPOSITORY  
333 West Nye Lane, Suite 100  
Carson City, NV 89706**

**STEP 5:** Upon completion of fingerprinting a copy of the Consent and Release form and applicable work card(s) must be sent to Child Care Licensing for audit purposes.

**STATE OF NEVADA  
DIVISION OF PUBLIC AND BEHAVIORAL HEALTH  
CHILD CARE LICENSING PROGRAM  
ATTN: BACKGROUND INVESTIGATIONS  
3811 W. Charleston Blvd., Ste 210  
Las Vegas, NV 89102  
FAX: 702-486-6660**

**STEP 6:** Once appropriate card(s) and/or reports are received, Child Care Licensing will notify the facility of the applicant's background clearance status.