

STATE OF NEVADA

BRIAN SANDOVAL
Governor

AMY ROUKIE, MBA
Administrator, DPBH

RICHARD WHITLEY, MS
Director, DHHS

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



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC AND BEHAVIORAL HEALTH
Child Care Licensing Program
3811 W. Charleston Blvd #210, Las Vegas, NV 89102
Telephone: 702-486-3822, Fax: 702-486-6660
dpbh.nv.gov

STEP 1: Complete Consent and Release Form. Applicant and Owner/Director must sign second 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:

CARSON CITY, CHURCHILL, DOUGLAS COUNTY (cost and procedures varies)			
CARSON CITY SHERIFF DEPARTMENT 911 E. Musser St Carson City, NV 89701 Phone: 775-887-2500 Monday-Friday: 8:30A-4:00P	CHURCHILL COUNTY –FALLON FALLON POLICE DEPARTMENT 55 W. Williams Ave Fallon, NV 89406 Phone: 775-423-2111 Monday-Friday: 8:00A-3:00P	CHURCHILL COUNTY – FALLON FALLON SHERIFF OFFICE 73 ½ N. Main St Fallon, NV 89406 Phone: 775-423-1596 **please call for times**	DOUGLAS COUNTY – GARDNERVILLE, MINDEN, STATELINE DOUGLAS COUNTY SHERIFF OFFICE 1038 Buckeye Rd Minden, NV 89423 Phone: 775-782-9933 Monday-Friday: 8:00A-4:30P
ELKO COUNTY – Carlin, Elko, Jackpot, Spring Creek, Wells, Wendover (cost and procedures varies)			
ELKO SHERIFF OFFICE 775 W. Silver St Elko, NV 89801 Phone: 775-738-3421 Monday-Friday: 8:30A-4:30P		ELKO POLICE DEPARTMENT 1401 College Ave Elko, NV 89801 Phone: 775-777-7310 Tuesday – Thursday: 10:00A-3:00P	
HUMBOLDT, LANDER, LYON COUNTY (cost and procedures varies)			
HUMBOLDT COUNTY SHERIFF OFFICE - WINNEMUCCA 50 W. Fifth St Winnemucca, NV 89445 Phone: 775-623-6419 Monday-Friday: 8:00A-4:30P	LANDER COUNTY SHERIFF OFFICE – BATTLE MOUNTAIN 2 State Route 305 Battle Mountain, NV 89820 Phone: 775-635-1100 Monday-Friday: 8:00A-5:00P	LYON COUNTY SHERIFF OFFICE - FERNLEY 555 E. Main St Fernley, NV 89408 Phone: 775-575-3350 Wednesday ONLY: 1:00P-5:00P	LYON COUNTY SHERIFF OFFICE – DAYTON 801 Overland Loop., Ste 307 Dayton, NV 89403 Phone: 775-246-6200 Thursday ONLY: 1:00P-5:00P

MINERAL, NYE, PERSHING, STOREY COUNTY (cost and procedures varies)			
MINERAL COUNTY SHERIFF OFFICE – HAWTHORNE 105 S. A St Hawthorne, NV 89415 Phone: 775-945-2434 Monday-Friday: 2:30P-4:30P	NYE COUNTY SHERIFF OFFICE – TONOPAH 101 Radar Rd Tonopah, NV 89049 Phone: 775-482-8101 Monday-Friday: 8:00A-5:00P	PERSHING COUNTY SHERIFF OFFICE – LOVELOCK 395 9 TH St Lovelock, NV 89419 Phone: 775-273-5111 Monday, Wednesday-Friday: 8:00A-12:00P & 1:00P-4:00P	STOREY COUNTY SHERIFF OFFICE – VIRGINIA CITY 205 S. C St Virginia City, NV 89440 Phone: 775-847-0959 Monday-Friday: 8:00A-5:00P
WASHOE, WHITE PINE COUNTY (cost and procedures varies)			
WASHOE COUNTY SHERIFF OFFICE – RENO, SPARKS 911 Parr Blvd Reno, NV 89512 Phone: 775-328-3001 Monday, Wednesday-Friday: 8:00A-4:30P	WHITE PINE COUNTY SHERIFF OFFICE – ELY 1785 Great Basin Blvd Ely, NV 89301 Phone: 775-289-8808 Monday-Friday 8:00A-5:00P		

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:

**STATE OF 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
 727 Fairview Dr. Ste E
 Carson City, NV 89701
 FAX: 775-684-4464**

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.