

Background Investigation Instructions

YOU MUST COMPLETE ALL THREE STEPS

If your application is for one of the facility types listed below the owner(s) must undergo a background investigation before a license will be issued. *Please read these instructions carefully and follow all of the listed steps.*

- An agency to provide personal care services in the home
- An agency to provide nursing in the home
- A facility for intermediate care
- A facility for skilled nursing
- A residential facility for groups
- A program of hospice care
- A home for individual residential care
- A facility for the care of adults during the day
- A facility for hospice care
- A nursing pool
- Medical facilities such as hospitals that provide residential services to children
- Facilities for the treatment of abuse of alcohol or drugs that provide residential services to children
- Hospitals that:
 - a. Plan on becoming federally designated as a long term acute care hospital
 - b. Plan on having a distinct part skilled nursing facility or nursing facility
 - c. Plan on providing swing-bed services
 - d. Provide residential services to children

STEP 1: OWNER(S) BACKGROUND INVESTIGATION FOR LICENSURE PURPOSES

1. All applicants must complete one fingerprint card by going to a law enforcement agency or to a private fingerprinting service. **Please make sure that Administrators who are not owners get fingerprinted under the facility's account number as well.** Fingerprints submitted electronically are only available if you are physically in Nevada. If you are out-of-state fingerprints cannot be submitted electronically and you must go to a law enforcement agency and have manual fingerprints taken. For a list of Nevada fingerprint locations visit the Nevada Department of Public Safety's website at:

www.nvrepository.state.nv.us/fingerprints.shtml

FOR FASTER RESULTS: Electronic fingerprint submission (LiveScan) is strongly encouraged but this is only available if you are physically in Nevada by going to one of the fingerprint agencies listed on the following link: http://nvrepository.state.nv.us/Fingerprint/forms/fingerprint_sites.pdf

2. Complete these information blocks on the card, and make sure they are legible: **last, first, and middle names; signatures of applicant and official; residence** (complete address); **date of birth; place of birth; sex; race; height; weight; eyes and hair.** **IMPORTANT** – In addition to the above information **make sure the following information is included on the fingerprint card in the sections noted below** (Failure to do so may result in additional processing charges):

7. REASON FINGERPRINTED: **NRS 449.122**
10. OCA: Your facility name with no space. Example: TheHomestead
14. MISCELLANEOUS NO. (MNU): **150828**
ORI: **NV0131700**

Please ensure the fingerprint card used is an Applicant, FD-258 card.

Cards without these information blocks completed are considered “incomplete” and will be returned to the applicant. Illegible cards will not be processed.

NOTE: THE FINGERPRINT CARD INFORMATION USED HERE (NRS 449.122 AND MNU: 150828) IS ONLY USED TO OBTAIN YOUR INITIAL LICENSE. AFTER YOU OBTAIN YOUR LICENSE DO NOT USE THIS INFORMATION ANYMORE FOR BACKGROUND CHECKING. After you obtain your license, follow the instructions in Step 2 to open a Department of Public Safety (DPS) account in which you will use the NRS indicated in Step 2 to conduct background checks with the number assigned to your facility by DPS.

3. Be sure:

- You have your prints captured at an in-state (NV) LiveScan location (recommended); **OR**
- One fingerprint card is completed and the card is not folded, torn or damaged in any way.
- Information blocks are complete and legible; the card is signed by the appropriate persons (applicant and official).

4. Submit to the Department of Public Safety:

If you completed one fingerprint card (not via electronic transmission):

- Payment of \$38.25
- Your completed fingerprint card (FD-258)

You may pay by a business check, cashier’s check, or money order, payable to the Department of Public Safety, U.S. Funds only. **NOTE: *Personal Checks will NOT be accepted.* You may be charged a separate fee in addition to the \$38.25 payment when you go get your fingerprints rolled.**

Mail the required items to the following address:

Department of Public Safety
Records and Technology Division
333 West Nye Lane, Suite 100
Carson City, Nevada 89706

If you complete your fingerprints via electronic transmission follow the instructions below:

Go to a Department of Public Safety approved Livescan Fingerprinting Site which can be found at: http://nvrepository.state.nv.us/Fingerprint/forms/fingerprint_sites.pdf. The site will collect a scanning fee and the \$38.25 fingerprint processing fee. **If you go to a site that does not collect the \$38.25 processing fee your fingerprints will be rejected.**

NOTE: If you plan on submitting your prints electronically **DO NOT** use a law enforcement agency.

5. Submit a copy of the fingerprint cards to the Division of Public and Behavioral Health with your licensure application: **Regardless of how you were fingerprinted (manually or electronic):**

- Notice of Noncriminal Justice Applicant’s Rights, Consents and Self Disclosure of Criminal History Form (found at end of instructions)
- Compliance with NRS 449.119 – NRS 449.125 and NRS 449.174 (found at end of instructions)

A clearance memo will be sent to the facility upon completion of the background clearance process. The clearance memo must be kept in your facility file as verification of background clearance status.

6. You **must** open an account with the Department of Public Safety (DPS) and you **must** enroll in the Nevada Automated Background Check System (NABS) by following the instructions in Steps 2 and 3 below.

STEP 2: AFTER YOU RECEIVE YOUR LICENSE YOU MUST:

Open an account with the Department of Public Safety (DPS) so that you can background check your employees & **administrators who are not owners** by completing the Civil Applicant Account Application and Checklist at:

<http://www.nvrepository.state.nv.us/brady/Forms/CivilAppChecklistAndApp.pdf> (you will be required to provide a copy of your facility license). Please cite **NRS 449.123** in the “Purpose of Background Investigation” to background check your employees.

For questions on how to complete the DPS Civil Applicant Account Application please call DPS’s Fingerprint Support Unit at: 775-684-6262 and select Fingerprint Services Option 1.

STEP 3: AFTER YOU OPEN YOUR ACCOUNT WITH DPS YOU MUST:

Enroll in the Nevada Automated Background Check System (NABS) by completing the Background Check Website Registration Form (found at end of instructions) and submit it as instructed on the form. You can begin screening employees on the website once your facility’s designated website administrator receives an email with the information required to log into the system.

NOTE: INTERNET ACCESS WILL BE REQUIRED TO BACKGROUND CHECK YOUR EMPLOYEES