



# Community-Based Living Arrangement Provider Background Check Instructions

**STEP 1: Submit Community-Based Living Arrangement Services Application** using our online licensing system found at [myhealthfacilitylicense.nv.gov](http://myhealthfacilitylicense.nv.gov) (these are not full instructions for submitting application but focus on background check requirements).

a) List names of owners and/or governing body members in the ownership information area. These must be the names of actual people. You can enter corporation & LLC information in the box below it. When indicated, if owner, check Owner box, if a governing body member check Other box and enter Governing Body.

| Entity Information  | Owner(s)       | Additional Information | Activity Log(s) | Payment(s)    | Invoice(s)    |          |               |        |
|---|----------------|------------------------|-----------------|---------------|---------------|----------|---------------|--------|
| <b>Ownership Information</b> <span style="float:right">Add</span>             |                |                        |                 |               |               |          |               |        |
| Please click 'Add' to add a new row.  |                |                        |                 |               |               |          |               |        |
| Name  | Role           | % age Share            | Address         | Primary Email | Primary Phone | BG Check | Documents     | Delete |
| DOE, JOHN   | Governing Body | 0.00                   |                 |               |               | BG Check | Documents (0) | Delete |
| <b>Corporation &amp; LLC Information</b> <span style="float:right">Add</span> |                |                        |                 |               |               |          |               |        |
| Please click 'Add' to add a new row.  |                |                        |                 |               |               |          |               |        |
| Name  | State          | Location               | Document(s)     | Owners        | Delete        |          |               |        |
| 24/7 PARENTAL CARE HO   | NEVADA         |                        | Documents (0)   | Owners Detail | Delete        |          |               |        |

Check all roles that are applicable

Role \*

Owner
  Partner
  Director
  Other

b) Print the *Community-Based Living Arrangement Services Fingerprint Request Form*, complete the Applicant Information section and **TAKE WITH YOU TO FINGERPRINTING AGENCY**. The fingerprinting agency must fill out the bottom of the form “Fingerprint Site Information” and return the form to you. Upload the form to your online application process where indicated on the checklist.





c) Complete the *Fingerprint Background Waiver form* and upload it as part of your online application process where indicated on the checklist. **The Waiver must be completed prior to getting fingerprinted.** Click here for the form:

<http://dpbh.nv.gov/uploadedFiles/dpbhnavgov/content/Reg/HealthFacilities/HF - Non-Medical/Community-Based Living Arrangements/CLBA-Fingerprint-Background-Waiver.pdf>

d) Complete the *Notice Pursuant to the National Child Protection Act of 1993 as Amended by the Volunteers for Children Act form* and upload it as part of your online application process where indicated on the checklist. **This notice must be completed prior to getting fingerprinted.** Click here for the form:

<http://dpbh.nv.gov/uploadedFiles/dpbhnavgov/content/Reg/HealthFacilities/HF - Non-Medical/Community-Based Living Arrangements/CBLA-BackgroundCheckAttestation.pdf>

e) Upload a copy of a government issued identification document such as a driver's license for **each person** to be background checked.

## **STEP 2: Get Fingerprinted and Submit Fingerprints to Department of Public Safety**

### ALL APPLICANTS

1. **MUST** bring the *Community-Based Living Arrangement Services Fingerprint Request Form* to the fingerprinting agency. Have fingerprinting agency complete the bottom of the form and return it to you. Upload completed form to your online application process where indicated on the checklist. Click here for the form:

<http://dpbh.nv.gov/uploadedFiles/dpbhnavgov/content/Reg/HealthFacilities/HF - Non-Medical/Community-Based Living Arrangements/CBLA-Fingerprint-Request-Form.pdf>

FINGERPRINTS COMPLETED IN NEVADA (cannot be used if you get fingerprinted out of state)

Go to fingerprinting agency and have your fingerprints submitted **electronically** to the Department of Public Safety by going to one of the fingerprinting agencies found at this link:

[http://rccd.nv.gov/uploadedFiles/gsdnavgov/content/FeesForms/Fingerprint Information and Forms/RCCD FBI Fee Change effective January 1 2019\(18 Sept 18\).pdf](http://rccd.nv.gov/uploadedFiles/gsdnavgov/content/FeesForms/Fingerprint Information and Forms/RCCD FBI Fee Change effective January 1 2019(18 Sept 18).pdf)

The site will collect a scanning fee and the \$36.75 fingerprint processing fee. If you go to a site that does not collect the \$36.75 processing fee your fingerprints will be rejected.





(Manual fingerprints are discouraged for in-state applicants. If you have a hardship that does not allow for electronic submission, please email us at [pbhlicensing@health.nv.gov](mailto:pbhlicensing@health.nv.gov) and request manual fingerprinting instructions)

#### FINGERPRINTS COMPLETED OUT-OF-STATE

Go to a law enforcement agency and have **manual** fingerprints taken (electronic fingerprints are not allowed for out-of-state applicants). **Ensure the fingerprint card used is an Applicant, FD-258 card.**

Submit manual, out of state fingerprints to the Department of Public Safety as noted below.

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

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 \$36.75 payment when you go get your fingerprints rolled.

**Failure to follow all instructions on this document may result in fingerprints being rejected and ADDITIONAL COSTS to redo the fingerprints and/or resubmit them as applicable.**

*Note: Background check results can take up to 30 days.*

**Step 4** – Once the background check process has been completed you will receive either a background check met eligibility requirement notice to keep in your personnel file as proof of completing the CBLA background check requirements or you will be sent notice that background check eligibility requirements were not met with further instructions.