Public Health Licensed Laboratory – Online, Initial Application Check List

- An online laboratory licensing payment will be required based on the following annual test volume:
  - Annual test volume in less than 25,000 a $550 fee will be required;
  - Annual test volume is 25,000 and less than 100,000 a $800 fee will be required; or
  - Annual test volume is 100,000 or more a $1,150 fee will be required.
- Be prepared to enter the names, professions, license/certificate numbers and expiration dates for each individual performing testing in the laboratory including the tests to be performed by each individual.
- Be prepared to enter the name(s) of the certified general supervisor of the laboratory. There must be a general supervisor on the premises during all routine hours of testing.
- Ensure that the licensed laboratory director has submitted an online licensed laboratory director application if he or she is not already licensed. Be prepared to enter the director's name. If the director is already licensed, enter the director's license number. The Licensed Laboratory application will not be approved until this step is completed.
- Be prepared to upload a copy of the laboratory director's driver's license or complete the laboratory director verification/proof of identity form and submit it as instructed on the form by going to: http://dpbh.staging.nv.gov/uploadedFiles/dpbhnvgov/content/Reg/MedicalLabs/Docs/Forms/DIRECTOR%20PROOF%20OF%20IDENTITY%20DOCUMENT.pdf
- Ensure that all laboratory assistants, technicians and technologists, the general supervisor(s), and the licensed laboratory director that are not currently certified/licensed goes to the licensing website, the New Applicants Apply Here section and clicks on the "To apply for Medlab Personnel, Director or Supervisor" link and submits the appropriate application.
- All laboratories that perform tests for the purposes of diagnosis or treatment of patients (medical) must also:
  - Upload a completed, signed, dated **CLIA application (CMS 116 form)** with your online licensure application *(CLIA will send you a bill – PAY TO the PO BOX on the back of the bill you will be receiving).* The CLIA application can be found at: http://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/downloads/cms116.pdf

  - Upload a completed Disclosure of Ownership and Control Interest Statement (Form 1513) with your online licensure application. The form can be found at: http://dpbh.nv.gov/uploadedFiles/dpbhnvgov/content/Reg/MedicalLabs/Docs/Forms/disclosureofownership0001.pdf Instructions to complete the disclosure form can be found at: http://dpbh.nv.gov/uploadedFiles/dpbhnvgov/content/Reg/MedicalLabs/Docs/Forms/InstructionsCompletingDisclosureOwnershipControlInterestStatementForm1513.pdf

Notes:
- The DBA name and all other information submitted in the CLIA application and any other supporting documents must match what was provided in the licensure application. Failure to comply with these instructions will result in a delay of your application.
- If testing is conducted for non-medical purposes such as a urine drug screening for employment purposes, then a CLIA application and Disclosure Statement are not necessary.

PENDING APPLICATIONS/UPLOADING DOCUMENTS

Check **"View Pending Online Application(s)"** – to view the status of a pending application, to review or print your application or to withdraw an application that has not been submitted.

If your license is pending because you still need to upload a document, click on "**View Pending Online Application(s)**", click on "View Details" and use the Documents link to upload your document.

If you are unable to upload a document directly into the system include the online transaction number when submitting it by fax to 775-684-1073, email to pbhmedlabs@health.nv.gov or mail to:

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