

Division of Public and Behavioral Health
Music Therapist Licensing
727 Fairview Drive, Suite E
Carson City, NV 89701

Music Therapy Background Investigation Instructions

1. All applicants must complete one fingerprint card by going to a law enforcement agency or by a private fingerprinting service. Manual prints may be completed by a law enforcement agency in any state. Fingerprints submitted electronically are only available if you are physically in Nevada. For a list of Nevada fingerprint locations visit the Nevada Department of Public

Safety's website at:

http://gsd.nv.gov/uploadedFiles/gsdnv.gov/content/FeesForms/Fingerprint_Information_and_Forms/DPS%20Website%20-%20FP%20sites%20080315.pdf

Note: You are strongly encouraged to have your fingerprints submitted via electronic transmission (LiveScan), but this is only available if you are physically in Nevada.

2. Complete these information blocks on both cards, 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 you include the following information on the fingerprint cards in the sections noted below:

- 7. REASON FINGERPRINTED: **NRS 640D.110**
- 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.

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).

3. **If you completed one fingerprint card:** Complete this form and submit it with the completed and signed civil applicant waiver form (name of requesting agency is: Division of Public and Behavioral Health), the completed fingerprint card and fingerprint processing fee payment with your application.

Make fingerprint processing fee payment out to the Department of Public Safety for \$36.25 via a business check, cashier's check, or money order, U.S. Funds only. **NOTE: *Personal Checks will NOT be accepted.* You may be charged a separate fee in addition to the \$36.25 payment when you go get your fingerprints rolled.**

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

1. Go to a Department of Public Safety's approved Livescan Fingerprinting Site which can be found at:
http://gsd.nv.gov/uploadedFiles/gsdnv.gov/content/FeesForms/Fingerprint_Information_and_Forms/DPS%20Website%20-%20FP%20sites%20080315.pdf Look for an approved **non-law enforcement site** which will collect a scanning fee and the \$36.25 fingerprint processing fee. **If you go to a site that does not collect the processing fee your fingerprints will be rejected.**

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

2. Complete and submit this form, the completed and signed civil applicant waiver and a copy of your receipt showing payment for your electronic fingerprint transmission with your application.

First Name: _____

Middle Name: _____

Last Name: _____

Date of Birth: _____

Address:

City: _____ State: ____ Zip: _____

Telephone Number: _____

I hereby authorize the Division of Public and Behavioral Health to forward the fingerprints to the Central Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report.

Signature: _____ Date: _____

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